



THE LANDLORD – PROFESSIONAL PROPERTY MANAGERS
 547 Spokane Ave. Whitefish, MT 59937
 (406) 862-5263 -- Fax (406) 862-5955
www.thelandlordinc.com
rentals@thelandlordinc.com

Date Received: _____
 Time Received: _____
 Received By: _____

RENTAL APPLICATION

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

APPLICATION CHECKLIST

Our goal is to process your application within 72 hours. To help us attain that goal, this application will not be accepted unless all of the below items are completed and initialed. When responding to the credit/background check email please use a computer (do not use phones or tablets). Please initial each line:

- _____ **Read through the entire Application**
- _____ **Rental history is REQUIRED. The Rental History Verification Form needs to be signed whether you have rental history or not.**
- _____ **Include verification of income (i.e. copy of most recent pay stub or Letter of Employment, Trust Fund, SSI, Financial Aid, Bank Statement, etc.)**
- _____ **Include a copy of your valid Driver's License or valid State Identification.**
- _____ **Include your \$35.00 non-refundable application fee. (Fee is \$40.00 if paid with credit/debit card.)**

RENTING POLICIES & PROCEDURES

We thank you for looking to us for assistance with your residential housing needs. The owners of the properties we manage and their tenants include our co-workers, employees, neighbors, family and friends. Therefore, we feel an obligation to ensure that properties managed by The Landlord are rented and maintained in a manner that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, we utilize a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have selected a rental, you must complete, sign, and return the following Rental Application Form. Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$35.00 (\$40.00 with credit/debit card) FEE PER APPLICATION** which covers the cost of processing your application and obtaining your credit report. **If you are financially supported by someone other than yourself or if you have poor/no credit, you will also need a co-signer to complete a Third Party Guaranty Form.** **There is an additional \$35.00 (\$40.00 with credit/debit card) handling fee if a Third Party Guaranty is required.** The Application and Third Party Guaranty Fees must be paid by Money Order, Check or Cash, and are due upon submission of each application. **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NON REFUNDABLE.** A photo ID will be requested at the time you submit your application.

In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the following requirements are not met, a Third Party Guaranty will be required:

1. **Sufficient Income** -Three times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling Unit. (Permanent employment of at least 4 months at the same job is preferred).
2. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** - We will make a reasonable attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying this information to our company lies with the Applicant. We reserve the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application** - This application must be completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application.

This company makes every effort to process applications within 48 hours of submission; however, processing can take several days

due to inability to contact previous landlords, employers or other references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from The Landlord within 72 hours (3 business days) of submission. Applications will not be "pre-screened" outside the standard process under any circumstances and incomplete or falsified applications may be rejected without further notice. All applications submitted become the property of our company.

We cannot guarantee any unit you have seen to be available by the time your application is processed. Dwelling Units are rented to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the Rental Application is approved.

Security deposits will be equal to two times the monthly rent. If your application is approved and your move-in date is not immediate, half of your security deposit will be collected at lease signing. The remaining balance will be collected according to the leasing contract. First Month's Rent will be collected at move-in. Security Deposits are subject to the provisions of the Montana Code Annotates 70-25-101, et. seq. In the event that, after placing your security deposit and signing a lease, you choose not to move into the dwelling and complete the lease term, we will deduct charges from the security deposit for rent and utilities until the dwelling is re-rented to a qualified applicant. In addition, actual costs involved in re-renting the dwelling including advertising and a lease re-write fee will be deducted from the security deposit.

DISCLOSURE AND AUTHORIZATION

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by The Landlord. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with your company, its principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, my rental history, my criminal history, my driving record, my military background, my civil listings, my educational background, and any professional licenses. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such confidential information. (By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to your company, its principals and/or the owner(s) of any property which I am applying to occupy.)

I further understand and agree that your company will rely upon this Rental Application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this Application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of your company, you may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom. The Rental Application and Third Party Guaranty are an integral part of the rental agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental agreement ("lease") with your company, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information within 48 hours.

I understand that your company reserves the right, in its sole discretion, to report to national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me, including any amendments, renewals or extensions thereof. Subsequent consumer credit reports may be obtained and utilized under this authorization in connection with any update, renewal, modification, or extension of any Rental Agreement including any amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental or lease of a residence for which application was made.

Beginning at the time that I tender a deposit for a property which I intend to lease, and your company accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property. The starting date for my occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted and the lease is signed, even if the initial occupancy date is after the date that the deposit is accepted.

The Landlord welcomes all applicants and supports the precepts of equal access and "Fair Housing." The Landlord will not refuse access to any housing, accommodation, or other interest in property or otherwise discriminate against an applicant on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND The Landlord: The Landlord is the sole and exclusive agent of the Owner of the properties listed for rent or lease and represents the Property Owner's interest in any and all transactions related to the rent or lease of said property.

I acknowledge that I have voluntarily provided the above information for tenancy purposes, and I have carefully read and I understand this authorization.

Applicant Signature: _____ Date _____ Time _____



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1. Name: _____ SS# _____ DL# _____

Have you used any other names? If so, what are they? _____

Contact Phone Number: _____ Email (required): _____

Vehicle License Number: _____ Make, Year, Model of Car: _____

2. PROPOSED OCCUPANTS: List all persons (including family members) who will reside on the premises.

3. Will you have any pets? _____ If so, describe _____

4. Why are you vacating your current place of residence? _____

5. Have you ever been convicted of a felony? _____

6. GIVE THE FOLLOWING INFORMATION AS TO YOUR LAST TWO PLACES OF RESIDENCE:

ADDRESS	RENT PAID	OWNER/MANAGER	PHONE	FROM-TO
PRESENT:				

LAST PREVIOUS:

7. BUSINESS REFERENCES/SOURCE OF INCOME:

EMPLOYER	ADDRESS	SUPERVISOR	TAKE HOME PAY	PHONE	FROM-TO
PRESENT:					

LAST PREVIOUS:

8. GIVE TWO PERSONAL REFERENCES THAT ARE **DIFFERENT FROM THE ABOVE (NO RELATIVES):**

NAME	ADDRESS/CITY	PHONE NUMBER
_____ _____		

9. DO YOU MAINTAIN A BANK ACCOUNT? _____

INDICATE BELOW WHETHER CHECKING OR SAVINGS:

NAME OF BANK	BRANCH	ADDRESS/CITY
_____ _____		

Applicant Signature: _____ Date: _____

RENTAL HISTORY VERIFICATION FORM

(TO BE FAXED OR EMAILED TO YOUR PREVIOUS LANDLORD)

(applicant) has made an application for a property managed by The Landlord. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. **We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Thank you,
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Previous Address: _____ Dates of Occupancy: _____

RENTAL HISTORY QUESTIONS

1. Is this the social security number you have on file for this applicant? Y / N
SS# _____
2. Is the applicant currently living in your community? Y / N
3. Are you related to the applicant? Y / N
4. Did the applicant have a lease? Y / N
5. Date applicant moved in: _____ Moved out: _____
6. What was the monthly rent? \$ _____
7. Did the applicant have a record of paying rent promptly? Y / N
8. If applicant paid late, how many days late? _____ How often? _____
9. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
10. Does the applicant still owe you money? Y / N If yes, how much? _____
11. Did the applicant keep the unit clean? Y / N
12. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear? Y / N
13. Did the applicant pay for the damage? Y / N
14. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why? _____
15. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N
If yes, describe: _____
16. Did the applicant ever create any noise disturbances or disruptions? Y / N
If yes, describe: _____
17. Did the applicant ever have anyone "non-approved" living in the unit? Y / N
18. Did the applicant ever have any pets in the unit ? Y / N If so, were they authorized? Y / N
19. Did the applicant give you proper notice before moving? Y / N
20. Did you ever give the applicant a termination notice? Y / N
If yes, why? _____
21. Would you rent to this applicant again? Y / N
Why or why not? _____

INFORMATION PROVIDED AND VERIFIED BY:

Company: _____
Name (please print): _____
Title: _____
Signature: _____
Date: _____

RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to The Landlord.

***Applicant Signature:** _____ **Date:** _____