

Aspen Properties, Inc.

Property Management & Sales

720 W. Babcock
Bozeman, MT 59715
Phone: (406) 587-3261
Fax (406) 587-1924

Rental Application

APPLICANT NAME: _____

Address Preferred: _____

RENTING POLICIES & PROCEDURES

Please read carefully before signing!

Once you have decided on a rental, you must fill out our application form. THERE IS A \$25.00 APPLICATION FEE, which covers the handling of your application. If you are self employed or previously owned your home a credit check is mandatory; there is an additional \$10.00 handling fee for the credit check. If someone financially supports you other than yourself, if you have no rental history or if you have poor/no credit, you will need to fill out a third party guarantee; There is an additional \$10.00 handling fee for the third party guarantee. **ALL FEES ARE NON REFUNDABLE** and are due when the application is submitted. A photo ID will be required at the time you submit this application for processing.

We will try to process your application within 1-3 business days. Providing accurate landlord and employment phone numbers and information can result in a speedier processing of your application. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of Aspen Properties, Inc. and are fully confidential.

Aspen Properties does our absolute best to please everyone; rude or aggressive behavior will not be tolerated.

IF YOU ARE APPROVED FOR A PROPERTY, YOU HAVE TO PAY A 10% ADMINISTRATIVE/MOVE-IN FEE.
THIS FEE EQUALS 10% OF THE FIRST FULL MONTHS RENT. THIS IS NON-NEGOTIABLE AND NON REFUNDABLE!

In order for your application to be considered you must meet the following requirements:

- 21632. Sufficient Income: - Three times the rental amount per month. Income may be combined by multiple applicants. (Permanent employment of at least 4 months at the same job is preferred.)
- 21633. Verifiable Good Credit: - Credit references listed will be contacted, so please provide telephone numbers. Credit reports will be checked with a national credit bureau.
- 21634. Good Previous Rental History: - We will verify rental history with your two previous landlord(s). You must provide names & telephone numbers of prior landlord(s). Application will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).
- 21635. Complete Application: - This five-page application must be completed in its entirety. Failure to complete the entire application can result in a denial of the application.

WE CANNOT GUARANTEE ANY UNIT YOU HAVE SEEN TO BE AVAILABLE BY THE TIME YOUR APP IS PROCESSED!
IT IS AGAINST COMPANY POLICY TO RENT A UNIT SIGHT UNSEEN. YOU MUST VIEW THE PROPERTY BEFORE RENTING.

If your application is approved and your move-in date is not immediately, a security deposit and first months rent will be taken in advance. THE SECURITY DEPOSIT & FIRST MONTHS RENT MUST BE IN THE FORM OF A CASHIERS CHECK OR MONEY ORDER. The security deposit is fully refundable at the time of move-out, depending upon the condition of the unit, rent due, and/or other financial obligations incurred at the time of your move-out. A larger security deposit will be mandatory for pets. An additional monthly pet rent may also be required for select properties.

I have read and understand the above information.

Signature/Date

Disclosure & Authorization

I, _____ the undersigned, declare that the information on this rental application is true and correct, and understand that false statements may result in rejection of this and any future applications for housing, which Aspen Properties manages. I, the undersigned further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including, but not limited to, a credit check to Aspen Properties, Inc. and/or its principal and/or the owner of any property which I am applying to occupy.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Aspen Accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, though not yet signed. The starting date for my occupancy of the property will be the first day the property is 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, even if the initial occupancy date is after the date that the deposit is accepted.

I further understand and agree that Aspen Properties will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Aspen Properties may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit-reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Aspen Properties welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Notice of the contractual relationship between the Property Owner and Aspen Properties: Aspen Properties is an exclusive agent for the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicants Signature _____

Date _____

Application Received by _____

Date _____

Aspen Properties Fair Housing and Equal Opportunity Amendment

Aspen Properties has adopted the practices of Fair Housing and Equal Opportunity and will not discriminate on the basis of creed or religion, age, sex, national origin or color, physical or mental handicap, political belief of marital status. The selection process for filling vacancies is based solely on information obtained in this application. Aspen Properties and its employees will not be held liable or responsible for any unfair dealing with any landlord or property owner that they may be referred to through this agency.

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PERSONAL INFORMATION

Applicants Full Name _____

Have you ever used another name(s) _____ If yes, name(s) _____

Social Security # _____ - _____ - _____ (Required) DOB: _____

Current Phone # _____ Alternate Phone: _____

Drivers License # _____ ST _____ E-mail: _____

List any & all persons who will reside with you below:

1. Name _____ Age _____ Relationship _____

2. Name _____ Age _____ Relationship _____

3. Name _____ Age _____ Relationship _____

How long will you be needing the rental for? _____ (6 month, 9 month or 1 year?)

Will you be attending MSU? _____ Do any of the people who will be residing in this unit smoke? _____

Do you have pets? _____ If yes, list all pets, type & age: _____

Do you have any special needs or requirements that we need to be aware of? _____ If yes, please describe: _____

Who should we contact in case of an emergency? _____

Relationship _____ Phone _____ Address _____

RESIDENCE HISTORY:

Present Address _____ Dates at this address? _____

City _____ State _____ Zip _____ Rent/Mortgage: \$ _____

Present Landlord or Mortgage Holder: _____ Phone: _____

Is your lease expired? _____ If not, when is your expiration date? _____

Reason for moving _____

Previous Address _____ Dates at this address? _____

City _____ State _____ Zip _____ Rent/Mortgage \$ _____

Previous Landlord or Mortgage Holder _____ Phone: _____

Reason for moving _____

EMPLOYMENT INFORMATION:

Employed by _____ Dates Employed _____

Employers Address _____ Telephone _____

Position _____ Monthly Income \$ _____ Supervisor _____

Previously Employed by _____ Dates Employed _____

Employers Address _____ Telephone _____

Position _____ Monthly Income \$ _____ Supervisor _____

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, etc.)

1. _____ 2. _____

3. _____ 4. _____

CRIMINAL HISTORY

1. Have you ever been convicted of or pleaded guilty or no contest to a felony (whether or not resulting in a conviction)? YES _____ NO _____

2. Have you ever been convicted of or pleaded guilty or no contest to a misdemeanor involving *sexual misconduct* whether or not resulting in a conviction? YES _____ NO _____

BANKING & CREDIT INFORMATION:

Bank _____ Phone# _____

Address _____ Checking Acct# _____

Bank Contact/Loan Officer _____ Savings Acct # _____

Have you ever filed bankruptcy? _____ When? _____ Are there any judgments against you? _____

If Yes, list specifics of judgments and collections: _____

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

21636.	_____	\$ _____	/Month
21637.	_____	\$ _____	/Month
21638.	_____	\$ _____	/Month
21639.	_____	\$ _____	/Month
21640.	_____	\$ _____	/Month

Automobile Information:

Make _____ Year _____ Color _____ Plate No/State _____

Make _____ Year _____ Color _____ Plate No/State _____

Applicant Signature _____

Date:

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APPLICANT: Please sign the LAST LINE ONLY!

RENTAL HISTORY VERIFICATION FORM

_____ (Applicant) who resides at _____ has made an application for a property managed by Aspen Properties. 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 non-financial 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 should be supplied within 24 hrs so as not to unnecessarily delay this applicant. **Your prompt cooperation is greatly appreciated!**

Thank you, _____
Aspen Properties, Inc. Date

Rental History:

- 1) Are you related to the applicant? Y / N
- 3) Did the applicant have a lease? Y / N
- 4) If yes, what was the length of the lease? _____
- 5) What is/was the monthly rent? \$_____
- 6) Did the applicant pay on time? Y / N If applicant paid late, how often? _____
- 7) Did you ever receive a NSF check from the applicant? Y / N
- 8) Did you ever begin eviction proceedings against the applicant? Y / N
- 9) Does the applicant still owe you money? Y / N If yes, how much? \$_____
- 10) Did you keep any of the applicants security deposit? Y / N
If yes, how much & why? _____
- 11) Did the applicant ever create any noise disturbances, disruptions or complaints? Y / N
If yes, describe _____
- 12) Did the applicant ever have any pets in the apartment? Y / N
If yes, did the pet damage the property? _____
- 13) Did the applicant give you proper notice before moving? Y / N
- 14) Would you rent to this applicant again? Y / N

Additional Comments are Appreciated:

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Information provided & verified by:
Name (please print) _____ Title/ _____ Company: _____

Signature _____ Date: _____

RESIDENT RELEASE

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

***APPLICANT SIGNATURE:** _____ **Date:** _____

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APPLICANT: Please sign the LAST LINE ONLY!

_____ (Applicant) has made an application for a property managed by Aspen Properties. It is important that we determine the applicant's employment history of meeting financial obligations. 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 should be supplied within 24 hrs so as not to unnecessarily delay this applicant. **Your prompt cooperation is greatly appreciated!**

EMPLOYMENT VERIFICATION

Employment History:

- 1) Are you related to the applicant? Y / N
- 2) How long has the applicant been employed with your company? _____
- 3) What is their monthly income? \$ _____
- 4) Is the applicant employed full time? Y / N
- 5) Would you rent to this applicant? Y / N

Additional Comments are Appreciated:

Information provided & verified by:

Name (please print) _____ Title/

Company:

Signature _____ Date:

APPLICANT RELEASE

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

****APPLICANT SIGNATURE:** _____ **Date:**
