

--- RENTAL CRITERIA ---

We cannot tell if someone's rental application will be approved or denied in advance. These criteria should not be considered legal advice. It is ultimately up to the individual to decide to apply or not. Application fees are non-refundable. **BPM IS NOT RESPONSIBLE FOR CONTACTING APPLICANTS FOR MISSING INFORMATION. AN INCOMPLETE OR FALSIFIED APPLICATION IS GROUNDS FOR DENIAL. BPM RESERVES THE RIGHT TO DECLINE ANY APPLICANTS THAT DO NOT MEET RENTAL CRITERIA IN FULL.**

I. OCCUPANCY

1. Occupancy is based on the number of bedrooms in a unit. (A bedroom is defined as a space within the premises that is used primarily for sleeping, with at least one window and a closet for clothing)
2. Two persons are allowed per bedroom.
3. Exceptions are made for children under age two. Children under age two are allowed as a third occupant when the child resides with the parent or other adult(s) maintaining proper legal custody.

GENERAL REQUIREMENTS

1. Government Issued Photo ID
2. A complete and accurate application listing the current and at least one previous rental reference with phone numbers will be required. All individuals over the age of 18 are required to submit an application.
3. Each applicant will be required to qualify individually.
4. Applicants must be able to enter a legal and binding contract.
5. Incomplete, inaccurate or falsified information will be grounds for denial.
6. Any applicant currently using illegal drugs or reporting a conviction for the illegal manufacture or distribution of a controlled substance shall be denied.
7. Any individual who may constitute a direct threat to the health and safety of an individual, the complex, or the property of others, will be denied.

CRIMINAL CONVICTION CRITERIA

Upon receipt of the rental applications and screening fee, landlord will conduct a search of public records to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

- a) A conviction, guilty plea or no-contest plea, ever for: any felony involving serious injury, kidnapping, death, arson, rape, sex crimes and/or child sex crimes, extensive property damage or drug-related offenses (sale, manufacture, delivery or possession with intent to sell) class A/Felony burglary or class A/Felony robbery; or
- b) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any other felony charges; or
- c) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last seven years for: any misdemeanor or gross misdemeanor involving assault, intimidation, sex related, drug related (sale, manufacture, delivery or possession) property damage or weapons charges; or
- d) A conviction, guilty plea or no-contest plea, where the date of disposition, release or parole have occurred within the last three years for: any class B or C misdemeanor in the above categories or any misdemeanors involving criminal trespass I, theft, dishonesty, prostitution

Criminal conviction shall be grounds for denial of the rental application. BPM will review the type of conviction, the time that has passed since conviction, recidivism in the record and any clarifying or supportive documentation provided by applicant to determine if that household, because of the conviction would be deemed a risk to person or property.

CREDIT REQUIREMENTS

1. Good credit will be required, credit score under 600 will be denied. We are looking for established current lines of credit that are being paid as agreed, as well as no collections, garnishments, or current bad debt. This is usually reflected in a credit score of 700 or greater.
2. Applicants with no credit or limited credit may be declined or offered a lease with an increased security deposit. It is the sole discretion of BPM to make this decision.
3. Bankruptcies filed within one year from the date of application will be denied.
4. While checking your credit regularly may lower it, BPM highly recommends you check your credit before considering applying. You can use sites like <https://www.creditsesame.com> or <https://www.creditkarma.com/> to check your credit or contact the major credit bureaus to receive a free credit report.
<https://www.experian.com> <https://www.transunion.com>

RENTAL HISTORY REQUIREMENTS

1. **18 months of verifiable rental history from a current third-party landlord is required.** (Rental references ending 18 months prior to the date of application will not be considered current)
 2. Home ownership is verified through the county tax assessor. Mortgage payments must be current.
 3. We will run a search of court records for landlord tenant disputes. Applicants involved in such disputes and/or evictions may be denied.
 5. Rental history demonstrating residency, but not third-party rental history, will require a security deposit equal to a full month's rent.
 6. An additional security deposit will be required when rental history does not meet third party rental criteria or with no rental history.
 7. Rental history reflecting past due rent or an outstanding balance will be denied.
- Verifying rental history is usually what takes the most time to get applications processed. Give references a heads up to look out for contact from us! You can also personally bring your references page 4 of our rental application to fill out!! (We will verify independently that they filled out this form)←**

INCOME REQUIREMENTS

1. **Gross household monthly income should equal 3 times the stated monthly rent.**
2. A current paycheck stub from the employer will be required. It is your responsibility to track down a paystub if you received direct deposit from your employer. **We use hourly wage and hours worked to formulate your monthly income, so a paystub is the best way to show income.**
3. Verifiable income will be required for unemployed applicants. *(Verifiable income may mean, but is not limited to; Bank Accounts, Trust Accounts, Social Security, Unemployment, Welfare, Grants/Loans)*
4. **Self-employed applicants will be required to show proof of income through copies of the previous year's tax returns.**
5. You will be denied if your source of income cannot be verified.
6. Unless you can show you are working remotely with continued employment, **income from non-local jobs will not be considered.** (As in your job in Bozeman that you are quitting to move to Missoula will not count).
7. Additional income also needs to be verifiable with paystubs, deposits, or receipts.
8. If you have a Section 8 voucher or are receiving other rental assistance, you need to provide written verification.

PET REQUIREMENTS

1. All pet and/or assistance animal owners are required to provide pictures of the animal(s) and current vaccination records with their applications.
2. Applicants are responsible to ensure their pet(s) meet the pet criteria as stated in the unit's advertising. Missoula Property Management will not reimburse any fees paid for the pet screening if the applicant does not qualify based on the number, type, breed, weight, etc. of their pet(s).

All pets are subject to approval. Because of insurance requirements and for safety BPM does not accept aggressive breed which may include, but is not limited to:

Doberman Pinchers	Rottweiler	Pit Bulls	
Mastiffs	German Shepherds	Akita	
Chow	Pressa-Canario	Bull Terriers	Wolf or Wolf Hybrid

Any mixture of the above breeds. Age of pet is also considered, no dogs under 1 year of age will be allowed.

RENTER'S INSURANCE REQUIREMENTS

RENTER'S INSURANCE IS REQUIRED. PROOF OF RENTERS INSURANCE MUST BE BROUGHT TO LEASE SIGNINGS.

Lessee is required to maintain and provide the following minimum required insurance coverage:

- **\$100,000 Limit of Liability for Lessee's legal liability for damage to Lessor's property for no less than the following causes of loss: fire, smoke, explosion, backup or overflow of sewer, drain or sump, and water damage ("Required Insurance").** Tenant(s) must list Bitterroot Property Management, INC as additionally insured and interest on said policy and provide written proof of coverage no later than the start of this Rental Agreement. Tenant(s) are required to provide Manager a copy of any and all newly renewed insurance, as insurance company may not provide to Manager of behalf of Tenant. Manager requires that each Tenant purchase a policy of Renter's Insurance or be listed as insured on a co-Tenant's policy of Renter's Insurance.

YOU WILL NEED TO PROVIDE PROOF OF RENTER'S INSURANCE BEFORE OR AT THE TIME OF THE LEASE SIGNING. NO EXCEPTIONS. IF YOU DO NOT DO THIS A BASIC LIABLILITY POLICY WILL BE PURCHASED IN YOUR NAME. YOU WILL BE RESPONSIBLE TO PAY INSURANCE CHARGES AND FEES.

You can usually easily purchase a renter's insurance policy from your car insurance provider.

Here are some helpful links:

<https://www.progressive.com> 1 (800) 776-4737

<https://www.allstate.com> 1 (888) 559-1445

<https://www.geico.com> 1 (800) 566-1518

<https://www.statefarm.com>

Sharkey Insurance Inc. 619 SW Higgins Ave, Missoula, MT 59803 (406) 728-0030

JT Zinn Insurance 321 SW Higgins Ave, Missoula, MT 59803 (406) 549-8201

Steve Koski - State Farm Insurance Agent 1020 S Reserve St, Missoula, MT 59801 (406) 542-8666

Bitterroot Property Management INC

A non-refundable fee of \$50.00 is due with each application (cash, cashiers check, or money order only, no cards or personal checks accepted).

Please read and complete entire application carefully. APPLY ONLINE AND PAY WITH A CARD AT <https://bitterrootmanagement.com/rentals>

Applicant Name: _____ Date _____

Property Address: _____

I have physically inspected the unit on _____ I am requesting a lease term until _____

My ideal move in date is _____

BPM welcomes all applicants and supports fair housing. Thank you for the opportunity to assist you.

BPM STRONGLY ENCOURAGES APPLICANTS TO ARRANGE A PHYSICAL WALKTHROUGH OF THE UNIT THEY WISH TO APPLY FOR BEFORE APPLYING. BPM WILL NOT ENTER INTO A LEASE ANY SIGHT UNSEEN RENTALS.

BPM reserves the right not to rent to persons convicted of a crime. BPM also may deny an application that is incomplete or falsified. BPM makes its best efforts to process all complete applications within 4 business days.

If you require a reasonable accommodation or modification, please contact the BPM office for assistance.

Applications are accepted and approved based on, but is not limited to, the following criteria:

1. Acceptable credit: a credit bureau report will be obtained from a national credit bureau; good credit will be required.
2. Sufficient income: gross monthly income should equal 3 times the stated rent. Other monthly debt obligations will be considered in addition to rent. Permanent employment of at least 6 months is preferred.
3. Good rental history: verifiable rental references will be required. Any references ending 18 months prior to the date of the application will not be considered.

In addition to this rental application, you will also be required to provide a copy of a valid form of identification and proof of income.

Each resident over the age of 18 must submit a separate rental application.

If applying for a property that allows pets, recent vaccination records and a picture of the pet will be required to be submitted with the application. All pets are subject to approval. BPM does not accept aggressive breed which may include, but is not limited to:

- | | |
|-------------------|---------------------|
| Doberman Pinchers | Rottweiler |
| Pit Bulls | Mastiffs |
| German Shepherds | Akita |
| Chow | Pressa-Canario |
| Bull Terriers | Wolf or Wolf Hybrid |

Any mixture of the above breeds. Age of pet is also considered, no dogs under 1 year of age will be allowed.

If your application is approved an appointment will be scheduled to conclude the paperwork. You will have to be prepared to pay for the security deposit, fees and rent. RENTER'S INSURANCE IS REQUIRED. PROOF OF RENTERS INSURANCE MUST BE BROUGHT TO LEASE SIGNINGS See Pg 3. BPM has a contractual relationship with the owner of the property. BPM is an exclusive agent of the Property Owner and represents the Property Owner's interest in all rental transactions.

INCOMPLETE APPLICATIONS ARE GROUNDS FOR DENIAL. BPM WILL NOT CONTACT APPLICANTS WHO ARE MISSING REQUIRED DOCUMENTS.

Application Checklist:

- ___ View the interior of the unit that you are applying for. It is the policy of BPM, INC not to rent "sight unseen"
- ___ Read through and complete the entire application. All required information must be provided. Use "N/A" as needed.
- ___ Include a copy of a valid driver's license or valid photo ID.
- ___ Include copy of most recent pay stub or other verifiable income documents
- ___ Verifiable good rental history or proof of home ownership is required.
- ___ Recent Pet vaccination records and picture of pet (if applicable)

\$50.00 fee paid
Yes No
Rec by: _____

Bitterroot Property Management, Inc.
Rental Application

Personal Information:

Legal Name: First Last Middle
Social Security #: Date of Birth:
Phone #/Cell phone #: /
Email address:

Emergency contact's...Name/Address/Phone # is

Do you have animals? Please include companion/support/service animals Yes / No

Name: Type/Breed: Weight (lbs) Age:
Name: Type/Breed: Weight (lbs) Age:
Name: Type/Breed: Weight (lbs) Age:

How many vehicles do you have?

Year, make, model, and color: License Plate # State
Year, make, model, and color: License Plate # State
Year, make, model, and color: License Plate # State

How did you hear about the property/Bitterroot Property Management?

[] Signage [] Website/Internet Search [] Zillow/Craigslist [] Referral [] Other

List the people who will reside with you:

* Each resident over the age of 18 must submit a separate rental application.

Mailing address City State Zip

Is this your permanent preferred mailing address? Yes / No

Rental History Information:

Please provide 18 months of residential history

Current address

Name your current landlord:

Reason for moving:

Previous address

Name of your previous landlord:

Reason for moving:

Monthly Debt Obligations:

To Whom/Estimated Balance/Monthly Payment:

Credit Cards: / /
Auto Loans: / /
Student Loans: / /
Bank Loans: / /

Your total monthly debt payments are \$

**Bitterroot Property Management, Inc.
Rental Application**

Current Employer _____ Phone number _____

How long have you been with your current employer? _____

Position _____ Supervisor _____

Monthly gross income \$ _____

Do you have any other relevant monthly income sources? Yes / No

If "Yes" list source and additional monthly income it provides:

Please provide recent copies documenting each source of income. Income without verifying documents will not be considered.

Do you or anyone who will reside with you smoke? Yes / No

Have you ever been evicted, refused to pay rent or filed for bankruptcy? Please explain the circumstances:

Do you have any special needs or requirements? Please include companion/support/service animals

Are you working with any kind of assistance program? If so, please give as much information as possible and contact information.

Yes / No

Have you ever been charged or plead guilty of a felony? Yes / No

-If yes, what was the nature of the crime? _____

Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction), convicted, plead guilty or no contest to a misdemeanor involving sexual misconduct or the possession, sale or manufacture of drugs?

Yes / No

-If yes, what was the nature of the crime? _____

Are you or any other intended occupant, including minors, required to register as a sexual or violent offender?

Yes / No

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Applicants can provide proof of renters insurance with their application if they wish. This is highly recommended if you are confident you will be approved and are trying to move in as soon as possible.

PLEASE MAKE SURE YOU HAVE COMPLETLEY FILLED OUT THE APPLICATION AND ARE READY TO SUBMIT ALL ITEMS ON THE APPLICANT CHECKLIST FOUND ON PAGE 1. BPM IS NOT RESPONSIBLE FOR CONTACTING APPLICANTS FOR MISSING INFORMATION. AN INCOMPLETE OR FALSIFIED APPLICATION IS GROUNDS FOR DENIAL.

Bitterroot Property Management, Inc.
414 West Broadway • Missoula, MT 59802 • Phone (406) 549 9631 • Fax (406) 542 1396
www.rentbpm.com • bpm@montana.com

I hereby consent to allow Bitterroot Property Management, Inc. through its designated agent and its employees, to obtain and verify my credit information, criminal information, and/or eviction information for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, BPM Incorporated and its agent shall have the continuing right to review my credit information, criminal information, rental application, payment history and occupancy history for account review purposes and for improving application review methods.

Current Landlord: Relative? <input type="checkbox"/> Friend? <input type="checkbox"/> Other? <input type="checkbox"/>	Previous Landlord: Relative? <input type="checkbox"/> Friend? <input type="checkbox"/> Other? <input type="checkbox"/>
Name:	Name:
Phone #: _____ Fax #: _____	Phone #: _____ Fax #: _____
Email:	Email:
Address Rented:	Address Rented:
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Tenancy Date: From: _____ To: _____	Tenancy Date: From: _____ To: _____
Rent Per Month: \$ _____	Rent Per Month: \$ _____
Roommate's Names:	Roommate's Names:

Rental Verification to Landlord

1. Are you related to the applicant(s)? Yes / No
If yes, what relation? _____
2. Did the applicant(s) have a lease? Yes / No
If so, have they completed their lease term obligations? Yes / No
3. Is the rent amount provided on the attached questionnaire correct? Yes / No If not, what is the correct rent amount? _____
4. Did the applicant(s) pay rent on time? Yes / No
5. Did the applicant(s) receive any lease violations notices for late rent? Yes / No
If so, how many? _____
6. Did the applicant(s) receive any lease violations for unauthorized persons or pets?
 Yes / No
7. If applicable, were there any problems with the applicant's pets or animals?
 Yes / No If so, please describe: _____
8. Did the applicant(s) receive any lease violations for any other reason? Yes / No
If so, please describe: _____
9. Did the applicant(s) keep the unit clean? Yes / No
10. Did you keep any of the applicant's security deposit? Yes / No
If so, how much and why? _____
11. Did the applicant(s) give you proper notice to vacate? Yes / No
12. Did you ever give the applicant(s) a lease termination notice? Yes / No
If yes, why? _____
13. Would you rent to this applicant(s) again? Yes / No

Information Provided/Verified by:

Company _____
 Name _____ Title _____
 Signature _____ Date _____

Thank you for any assistance you provide!