

Bitterroot Property Management INC

4 Page Rental Application

A non-refundable fee of \$25.00 is to be submitted with each application. If approved, another \$30.00 is due per person for completing the move in process at lease signing.

Please read and complete entire application carefully.

Applicant Name: _____

Date _____

Applicant's Signature _____

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 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.

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 2 business days.

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

1. Applications are accepted and approved based on, but is not limited to, the following criteria:
2. Acceptable credit: a credit bureau report will be obtained from a national credit bureau; good credit will be required.
3. 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.
4. 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.

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, and German Shepherds. 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. BPM will answer questions that you may have regarding leasing or other pertinent information. You will have to be prepared to pay for the security deposit, fees and rent.

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.

___ 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. The rental verification form must be signed whether you have rental history or not.

___ Recent Pet vaccination records and picture of pet (if applicable)

\$25.00 fee paid Yes No Rec by: _____

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

Personal Information:

Name: _____ Social Security #: _____

Phone #/Cell phone #: _____ / _____

Email address: _____

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: _____

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

Mailing address _____ City _____ State _____ Zip _____

Your address _____ City _____ State _____ Zip _____

How long have you lived there? _____ Rent amount is: \$ _____

Name & phone number of your current landlord: _____

Reason for moving: _____

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 any special accommodations or modifications including service animals/companion animals

Do you have animals? Please include service animals/companion animals

Yes / No If Yes...How many/Breed/Size /Age? _____

Your nearest relative's...Name/Address/Phone # is _____

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

Vehicle Information:

How many vehicles do you have? _____

Year, make & model _____ License Plate # _____ State _____

Year, make & model _____ License Plate # _____ State _____

Year, make & model _____ License Plate # _____ State _____

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

Monthly Debt Obligations:

To Whom/Estimated Balance/Monthly Payment:

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

Your total monthly obligations are \$ _____

Employment information:

Are you a student at the University? Yes or No

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? _____

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

Criminal History:

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

Renter's Insurance

Do you have renter's insurance? **Yes / No** Can you obtain renters insurance? **Yes / No**

Tenants should be aware their personal property is not covered by the Owner's insurance policy. Tenants are responsible for obtaining insurance for their personal property if they want to be covered in the event of fire, theft, or other type of loss.

At BPM properties that require renter's insurance Tenant's shall obtain and maintain a policy of renter's insurance in an amount of Liability to be a minimum of \$100,000 and a deductible not to exceed \$1,000. Bitterroot Property Management, Inc must be listed as an additional interest. Proof of renter's insurance will be required at the time of rental agreement signing.

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 #:	Phone #:
Fax #:	Fax #:
Email:	Email:
Address Rented: City: State: Zip Code:	Address Rented: City: State: Zip Code:
Tenancy Date: From: To:	Tenancy Date: From: To:
Rent Per Month: \$	Rent Per Month: \$
Roommate(s) Name:	Roommate(s) Name:
Did you sign a rental agreement? Yes <input type="checkbox"/> No <input type="checkbox"/>	Did you sign a rental agreement? Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant Name (Print) _____ Applicant Signature/Date _____

OFFICE USE ONLY BELOW DASHED LINE

.....

Rental Verification to Previous Landlord

Is the information above correct? Yes / No Rent amount \$ _____ Was rent paid on time? Yes / No

Were eviction proceedings ever started on applicant for any reason? _____

Does the applicant currently owe you money? Yes / No If "Yes" the amount is \$ _____

Did you keep any part of the security deposit? Yes / No

Did the applicant leave the property adequately cleaned? _____

Was the unit charged for any tenant caused damages? _____

Was there any pet damage charges? _____

Were there any complaints? _____

Was there a problem with unauthorized persons living there? Yes / No

Would you rent to this applicant again? Yes / No

Information Provided/Verified by:

Company _____ Name _____ Title _____ Signature _____

Date _____