

**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 OR ACCEPT FUNDS FOR 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. 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.

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)**

<p>\$50.00 fee paid          Yes    No          Rec by: _____</p>
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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

\_\_\_\_\_  
\_\_\_\_\_

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 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.

**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:

Applicant Name (Print) \_\_\_\_\_ Applicant Signature/Date \_\_\_\_\_/\_\_\_\_\_

**PREVIOUS LANDLORD USE ONLY BELOW, APPLICANTS DO NOT FILL OUT**

1. Is the applicant currently living in your community? Yes / No
2. Are you related to the applicant? Yes / No
  - a. If so, what is your relationship with the applicant? \_\_\_\_\_
3. Did the applicant have a lease? Yes / No
  - a. Did the applicant complete their lease? Yes / No
4. Date applicant moved in: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date applicant moved out: \_\_\_\_/\_\_\_\_/\_\_\_\_
5. What was the monthly rent? \$ \_\_\_\_\_
6. Did the applicant have a record of paying rent promptly? Yes / No
7. If applicant paid late, how many days late? \_\_\_\_\_ How often? \_\_\_\_\_
8. Did you ever begin eviction proceedings against the applicant for nonpayment? Yes / No
9. Does the applicant still owe you money? Yes / No If yes, how much? \_\_\_\_\_
10. Did the applicant keep the unit clean? Yes / No / Unknown at this time
11. Has the applicant ever been in non-compliance or received a violation during their tenancy? Yes / No
  - a. If so, describe: \_\_\_\_\_
12. Did you keep any of the applicant's security deposit? Yes / No
  - a. If so, how much and why? \_\_\_\_\_
13. Did the applicant ever have any pets in the unit? Yes / No
  - a. If so, were they authorized? Yes / No
  - b. Have there been any problems, concerns, or violations with the pet? Yes / No
  - c. If so, describe: \_\_\_\_\_
14. Did the applicant have any roommates? Yes / No
  - a. If so, were they authorized? Yes / No
15. Did the applicant give you proper notice before moving? Yes / No
16. Did you ever give the applicant a termination notice? Yes / No
  - a. If yes, why? \_\_\_\_\_
17. Would you rent to this applicant again? Yes / No

Information Provided/Verified by:

Company \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_