



**High Country**  
Property Management

## RENTAL APPLICATION

(\$30 Fee)

*All applications submitted become the property of our company.*

**APPLICANT NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

High Country Property Management is the sole and exclusive agent of the Owner of the property listed for rent and represents the property owner's interest in any and all transactions related to the rent or lease of said property. We are located at 309 E. Main, Suite B, East Helena MT 59635, (mailing address is P.O. Box 1231, East Helena, MT 59635) and we can be reached at (406)449-1234.

### **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.

\_\_\_\_\_ Read through the entire Application

\_\_\_\_\_ At least 2 years of rental history is **REQUIRED**. The Authorization to Release Information must be signed whether you have rental history or not.

\_\_\_\_\_ Include a copy of your most recent bank statement which shows the names on the account, the account number, and the balance.

\_\_\_\_\_ Include verification of income (i.e. copy of most recent pay stub or letter of employment, Trust Fund, SSI, Financial Aid, etc.)

\_\_\_\_\_ Include a copy of your valid Driver License or valid State Identification.

\_\_\_\_\_ Include your \$30.00 non-refundable fee.

### **RENTING POLICIES & PROCEDURES**

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. We feel an obligation to ensure that properties managed by High Country Property Management are rented and maintained in a manner that protects the quality of the dwellings and 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.

You must complete, sign, and return the following application. Each person over the age of 18 years who intends to reside in the unit must submit a separate application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$30.00 non-refundable fee per application** which covers the cost of processing your application, which may be paid by cash, check or money order and are due upon submission. A photo ID is required at the time you submit your application.

In order for an applicant to be considered for tenancy, they must meet the following minimum requirements. If any of the requirements are not met you may have the option of an additional security deposit.

1. **Sufficient Income** – Income must be at least double the rent amount, and may be combined by multiple applicants for the same 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); however, the ultimate responsibility for supplying this information to us lies with the applicant. We reserve the right to decline tenancy on the basis of our inability to contact the references provided, or their lack of response.

4. **Complete Application** - This application must be completed in its entirety. Failure to complete the entire application may delay processing or result in denial of the application. Complete applications will be processed in the order they are received.

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 their application, particularly if you have not received a response within two (2) business days of submission. Applications will not be pre-screened outside the standard process under any circumstances. Incomplete or falsified applications may be rejected without notice.

We cannot guarantee any unit will 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.

If your application is approved and your move-in date is not immediate, a security deposit and first month's rent will be collected in advance. **The security deposit and first month's rent must be paid by cashier's check or money order.** Subject to the terms and conditions of your Rental Agreement, the security deposit is fully refundable within 30 days of move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. **Units that allow animals require an additional Security Deposit and monthly rent** as specified in the individual rental agreements of such units. Please be aware that only select properties allow animals. The presence of an unauthorized animal in any unit is grounds for collection of additional fees and/or immediate termination of lease under our Rental Agreement and Montana law.

#### **DISCLOSURE AND AUTHORIZATION**

I declare that the information contained in this Rental Application is accurate, true and complete, and understand and agree that any false statements or representations identified herein may result in rejection without notice of this and any future applications for tenancy in housing managed by High Country Property Management.

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, although at the time a written lease may not be signed. If I decide not to follow through with leasing the unit I applied the deposit to, I agree to forfeit my deposit in full. 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, even if the initial occupancy date is after the date that the deposit is accepted.

Our company welcomes all applicants and supports the precepts of equal access and "Fair Housing." We 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.

Signature \_\_\_\_\_

Date \_\_\_\_\_



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## Authorization to Release Information

By my signature below, I authorize the investigation and release to High Country Property Management, its principals, agents and employees, any and all information pertaining to me, including but not limited to confidential information regarding my credit and payment history, the opinions and recommendations of my personal and employment references, rental history, criminal history, driving record, military background, civil listings, educational background, and any professional licenses. Any and all information obtained as a result of and pertaining to our application process becomes the sole confidential property of High Country Property Management and may not and will not be released to any other person or entity including the applicant.

I have carefully read and understand this authorization and 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.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

**Date** \_\_\_\_\_

How did you hear about us? ☐ Newspaper ☐ Referral ☐ Internet ☐ Signage ☐ Other \_\_\_\_\_

### **PERSONAL INFORMATION:**

Applicant's Full Name: \_\_\_\_\_

Have you ever used another name(s)? Y / N If yes, name(s) \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

List any other persons who will reside with you, including age and relationship. Occupancy standard is no more than two people per bedroom.

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### **Properties that allow a pet are subject to additional pet rent and security deposit per pet.**

Do you have pets? Y / N If yes, how many? \_\_\_\_\_ What type(s)? \_\_\_\_\_

Breed(s)? \_\_\_\_\_ Gender(s) \_\_\_\_\_

Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Rabies Vaccination #: \_\_\_\_\_

Do any of the people who will be residing in this unit smoke? Y / N

If you own the following, please check: ☐ Vacuum ☐ Hose / Sprinkler ☐ Lawn Mower

Do you have any special needs or requirements that we need to be aware of? Y / N

If yes, please be specific: \_\_\_\_\_

Name of nearest living relative: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship \_\_\_\_\_

### **RESIDENCE HISTORY:**

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at this address? From: \_\_\_\_\_ To: \_\_\_\_\_ Amount paid/month: \$ \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Is your lease expired? Y / N If not, when is your lease expiration date? \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at this address? From: \_\_\_\_\_ To: \_\_\_\_\_ Amount paid/month: \$ \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Telephone: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Is your lease expired? Y / N If not, when is your lease expiration date? \_\_\_\_\_

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Y / N  
If yes, please explain, including dates, rental address and contact information for property owner/manager:

**CRIMINAL HISTORY:**

1. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or "no contest" to a felony?  
Yes \_\_\_\_\_ No \_\_\_\_\_
2. Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct or the manufacturing of drugs whether or not resulting in a conviction?  
Yes \_\_\_\_\_ No \_\_\_\_\_
3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction?  
Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

Current Employer: \_\_\_\_\_ For How Long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.

Employer's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ For How Long? \_\_\_\_\_ Yrs \_\_\_\_\_ Mos.

Employer's Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, family assistance, etc.)  
Provide recent copies documenting each source of income

**BANKING & CREDIT INFORMATION:**

Have you ever filed bankruptcy? Y / N When? \_\_\_\_\_ Are there any judgments against you? Y / N

If yes, list specifics of each judgment and collection: \_\_\_\_\_

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

- |          |          |      |
|----------|----------|------|
| 1) _____ | \$ _____ | / Mo |
| 2) _____ | \$ _____ | / Mo |
| 3) _____ | \$ _____ | / Mo |
| 4) _____ | \$ _____ | / Mo |
| 5) _____ | \$ _____ | / Mo |

**RENTER'S INSURANCE:**

Tenants' personal property is not covered by the Owner's insurance policy. All of our tenants must obtain renter's insurance to cover their personal property and liabilities. Minimum liability coverage of \$100,000 is suggested and our company must be listed as a rider on your policy. Proof of insurance must be submitted to our office. Please contact an insurance agent for specific information and terms of their coverage.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_