

**THERE IS A \$15.00 APPLICATION PROCESSING FEE**

**Rental Application Policy**

Thank you for applying to **Parks Real Estate** for a rental unit. Please read the following and complete the Rental Application.

1. Pay a \$15.00 application fee.
  2. All information on rental agreement must be completed, including addresses and phone numbers.
  3. A credit report will be obtained at your expense. (\$25.00)
  4. Please disclose if you have a pet or not. Some rental units do not allow pets. If pets are allowed, an additional deposit will be charged.
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1. Upon acceptance of an application and BEFORE moving in, the new tenant must:
    - A. Pay via check or money order the first month's rent (pro-rata)
    - B. Pay via check or money order the Security deposit
    - C. Pay \$20.00 move in fee
    - D. Furnish new address and telephone number.
    - E. Show proof that utilities, if applicable, have been transferred to their name.

Phone: 406-322-4115

Fax: 406-322-4116

**\*All properties are available on a first come, first serve basis. Only completed and signed applications will be considered.**

## Residential Rental Application

Name of Applicant: \_\_\_\_\_

Previous Name(s) (maiden): \_\_\_\_\_

Current Address: \_\_\_\_\_ How Long? \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ SSN: \_\_\_\_\_

Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Previous Landlord Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous Address: \_\_\_\_\_ How Long? \_\_\_\_\_

Reason for Moving: \_\_\_\_\_

Names & Ages of All Proposed Occupants: \_\_\_\_\_

\_\_\_\_\_

List Automobiles of All Occupants:

Make & Model	Year	Color	License
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_

\_\_\_\_\_

Water Bed? \_\_\_\_\_ Appliances? \_\_\_\_\_

Pets? \_\_\_\_\_ What Kind? \_\_\_\_\_

Have You Ever Been Evicted? \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

### EMPLOYMENT INFORMATION

Present Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

How Long? \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Description: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

How Long? \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Description: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_

Other Income: \_\_\_\_\_ Source: \_\_\_\_\_

CREDIT INFORMATION

Have you filed bankruptcy on the past seven years? \_\_\_\_\_ If yes, please explain:

Name of Bank: \_\_\_\_\_ Type of Account: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Type of Account: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Phone # \_\_\_\_\_

CREDIT CARDS AND OTHER CREDITORS:

Creditor: \_\_\_\_\_ Address \_\_\_\_\_ Pmt: \_\_\_\_\_ Bal: \_\_\_\_\_

Creditor: \_\_\_\_\_ Address \_\_\_\_\_ Pmt: \_\_\_\_\_ Bal: \_\_\_\_\_

Creditor: \_\_\_\_\_ Address \_\_\_\_\_ Pmt: \_\_\_\_\_ Bal: \_\_\_\_\_

Creditor: \_\_\_\_\_ Address \_\_\_\_\_ Pmt: \_\_\_\_\_ Bal: \_\_\_\_\_

IN CASE OF AN EMERGENCY, PLEASE NOTIFY: \_\_\_\_\_

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

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

INCASE OF EMERGENCY, PLEASE NOTIFY: \_\_\_\_\_

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

Applicant for tenancy represents that all the above statements are true, correct and complete and hereby authorizes verification of the information provided here including, but not limited to obtaining a credit report and verification of employment, and agrees to furnish additional credit information upon request. The cost of this credit processing is \$ \_\_\_\_\_ to be paid by the applicant. The cost is not rent or deposit and will not be refunded or applied to future rent in the event this application is denied.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

A COMPLETE AND SIGNED APPLICATION IS REQUIRED FOR EACH ADULT APPLICANT

EQUAL HOUSING OPPORTUNITY

**VERIFICATION OF EMPLOYMENT**

This will authorize \_\_\_\_\_ (employer)  
\_\_\_\_\_ (Address of Employer)  
to release the information requested below regarding my employment and compensation.

\_\_\_\_\_  
Full name of tenant (Please Print)

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Signature of Tenant

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To Whom It May Concern:  
The family/Individual named above is an applicant for a rental unit. The information requested is necessary to establish qualification for renting. This information will be held in strict confidence as is required under the provisions of the applicable law and will be used only to determine eligibility. Thank you for your cooperation. You may return the information either by fax (406) 322-4116 or by mail to Parks Real Estate, P.O. Box 966 Columbus, MT 59019

**Michelle Fleming, Property Manager**

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Present position of Applicant \_\_\_\_\_

Start Date of Employment \_\_\_\_\_

Fill in rate that is applicable: (Check One Only)  
Hourly rate \_\_\_\_\_ Hours worked weekly if hourly \_\_\_\_\_  
Weekly Rate \_\_\_\_\_ Monthly Rate \_\_\_\_\_

Additional Compensation (if any):  
Overtime \_\_\_\_\_  
Bonuses \_\_\_\_\_  
Tips \_\_\_\_\_

Nature of Employment:  
Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_ Part Time \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signed \_\_\_\_\_(employer)  
Title \_\_\_\_\_  
Date \_\_\_\_\_



## MEAGAN'S LAW DISCLOSURE

Pursuant to the provisions of Title 46, Chapter 23, Part 5 of the Montana Code Annotated, certain individuals are required to register their address with the local law enforcement agencies as part of Montana's Sexual and Violent Offender Registration Act. In some communities, law enforcement offices will make the information concerning registered available to the public. If you desire further information please contact the local County sheriff's office, the Montana Department of Justice, in Helena, Montana and the probation officers assigned to the area.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Broker/ SalesPerson

## **AUTHORIZATION TO OBTAIN CREDIT REPORT**

I \_\_\_\_\_ authorize Parks Property Management to obtain a credit report, to be used for the consideration as a potential renter. I am aware that the fee for this report is being done at my expense.

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Sign Name

Date

Date of Birth: \_\_\_\_\_

SS#: \_\_\_\_\_

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

How Long Lived at Address: \_\_\_\_\_

How Long at Job: \_\_\_\_\_

Gross Monthly Income: \_\_\_\_\_