

Russell Peres Property Management 720 9th St. S. Road Great Falls, Mt.59405 (406)231-3311
(406)870-2655

Rental Application (a \$10.00 processing fee is required with each application)

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

RENTING POLICIES & PROCEDURES

The Russell Peres Property Management Company thanks 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. Therefore, we feel an obligation to ensure that properties managed by Russell Peres Property Management Company are rented and maintained in a manner that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, Russell Peres Property Management Company utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Before you select a rental, you must complete, sign, and return the following Rental Application Form. Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. A photo ID will be requested if your application is accepted for a dwelling.

In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the following requirements are not met, a Third Party Guaranty will be required:

1. **Sufficient Income** - Three times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling Unit. (Permanent employment of at least 4 months at the same job is preferred).
2. **Verifiable Good Credit** - Credit reports may be checked with a national credit bureau.
3. **Good Previous Rental History** – Russell Peres Property Management Company will make a reasonable attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying this information to Russell Peres Property Management lies with the Applicant. Russell Peres Property Management Company reserves the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application** - This four-page application must be completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application. Complete applications will be processed in the order in which received.

Russell Peres Property Management Company makes every effort to process applications within 24 hours of submission; however, 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 an application, particularly if you have not received a response from us within 48 (business day) hours of submission. Applications will not be “pre-screened” outside the standard process under any circumstances and incomplete or falsified applications may be rejected without further notice. All applications submitted become the property of Russell Peres Property Management Company.

We cannot guarantee any unit you will see to 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 or first month's rent will be collected in advance. **THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE PAID BY PERSONAL CHECK, 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. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and or an additional monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a Dwelling Unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

(finish reading on other side of this page and sign)

DISCLOSURE AND AUTHORIZATION

The undersigned Applicant declares that the information contained in this Rental Application is true, complete and correct, and understands and agrees that any false statements or representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by Russell Peres Property Management Company. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Russell Peres Property Management Company, it's principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, my rental history, my criminal history, my driving record, my military background, my civil listings, my educational background, and any professional licenses. I 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. By my signature below, I authorize the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Russell Peres Property Management Company, it's principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Russell Peres Property Management 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 Russell Peres Property Management Company, Russell Peres Property Management Company may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from. 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 Russell Peres Property Management 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 Russell Peres Property Management 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 Russell Peres Property Management 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. 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.

Russell Peres Property Management Company welcomes all applicants and supports the precepts of equal access and "Fair Housing." Russell Peres Property Management Company 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.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND RUSSELL PERES PROPERTY MANAGEMENT: Russell Peres Property Management Company is the sole and exclusive agent of the Owner of the properties listed for rent or lease and represents the Property Owner's interest in any and all transactions related to the rent or lease of said property.

I understand that I have the right to make written request within a reasonable period of time to the "Service Provider" (Trak-1) for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information for employment purposes, and I have carefully read and I understand this authorization.

Applicant Signature _____ **Date** _____ **Time** _____

Received by: _____ **Date** _____ **Time** _____

Please let us know how you heard of *Russell Peres Property Management Company*:

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 #: _____

E-mail Address: _____ Cell Phone #: _____

List any other persons who will reside with you below (Include age and relationship):

Do you have pets? Y / N If yes, how many? _____ What type(s)? _____
Breed(s)? _____ Age(s)? _____ Weight(s)? _____ Gender(s)? _____

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

If you own the following, please check: Vacuum Cleaner Hose and Sprinkler Lawn Mower

Name of nearest living relative _____ Phone _____ Relationship _____

Who should we contact in case of emergency? _____

Relationship _____ Phone _____ Address _____

RESIDENCE HISTORY :

Present Address _____ How long at this address? From _____ to _____

City _____ State _____ Zip _____ Rent/Mort. Amount: \$ _____

Present Landlord or Mortgage Holder _____ Telephone _____

Reason for moving _____

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

Previous Address _____ How long at this address? From _____ To _____

City _____ State _____ Zip _____ Rent/Mort. Amount: \$ _____

Previous Landlord or Mortgage Holder _____ Telephone _____

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 premises address, and contact information for property owner and property manager:

*Applicant Signature: _____ Date: _____

(continue application on other side of this page)

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 :

Employed By _____ How Long? _____ Yrs _____ Mos. _____
 Employers Address _____ Telephone _____
 Position _____ Monthly Income _____ Supervisor _____

Previously Employed By _____ How long? _____ Yrs _____ Mos. _____
 Employers Address _____ Telephone _____
 Position _____ Monthly Income _____
 Supervisor _____

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

BANKING & CREDIT INFORMATION :

***You may be asked to provide most recent copy of statement for each bank account or a current pay stub if you have no checking account.**

Bank _____ Phone # _____

Checking Acct # _____ Savings Acct # _____

Have you ever filed bankruptcy? Y / N When? _____ Are there any judgments against you? Y / N
 If Yes, list specifics of judgments and collections: _____

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

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

AUTOMOBILE INFORMATION :

***Provide a copy of registration for each vehicle**

Make _____ Model _____ VIN # _____ Year _____ Color _____ Plate: _____
 Make _____ Model _____ VIN # _____ Year _____ Color _____ Plate: _____

***Applicant Signature:** _____ **Date:** _____