



## RENTAL APPLICATION

Please read carefully, this document will become part of the rental agreement if approved.

### Policies and Procedures

- 1) **View the interior of the unit.** We do not permit most properties to be rented without first viewing the interior.
- 2) **Complete the ENTIRE rental application.** Your application could be denied if you fail to complete the entire application. Group applications WILL NOT be processed until all applications are received. A **separate** completed application (front and back) is required for each legal adult intending to occupy the property - **NO EXCEPTIONS.** All applications / information become the property of Grizzly Property Management, Inc. upon submission. **A photo ID will be requested at the time you submit this application.**
- 3) **NO APPLICATION FEE IS REQUIRED.** Applications are good for six months. After six months you must re-apply.
- 4) **Applications are usually processed in the order they are received.** GPM tries to process every application within 24hrs (business hours) of Submission; processing can take several days due to inability to contact previous landlords, employers or other references. We cannot guarantee the availability of any unit you may have seen prior to receiving your application. All applications submitted become the property of Grizzly Property Management.
- 5) **Qualifying is based on the following requirements:**
  - a. **Sufficient Income** – All income sources must be verifiable. If you are unemployed please provide proof of a source of income. Your combined monthly income should be at least three times the rent.
  - b. **Verifiable Good Credit / Criminal History**– A credit report will be obtained for each applicant. If your credit history shows any unpaid debts or if you have ever been convicted of a felony, we reserve the right to deny your application. For questions regarding your credit report, contact Equifax at 1-800-685-1111.
  - c. **Good Rental History** – We will verify your rental history and/or mortgage payments. Please provide accurate names and phone numbers. You must have satisfactory rental references from two prior landlords or for at least the last two years. If you have ever been evicted or sued for any lease violation, we reserve the right to deny your application. A larger security deposit or additional funds may be required if the applicant lacks in any of the qualifying requirements.
  - d. **Guarantors** – If you do not meet one or more of the above criteria, you may be able to qualify for the rental unit if you can get a third party to guarantee your lease if the specified property allows for co-signers. **The fee for an individual guarantor (co-signer) is \$20, is non-refundable, and must be notarized.**

### Rental Procedures:

- a) Upon approval the applicant must sign the “intent to rent” and pay a deposit within 3 business days to remove the property from the market. A property will not be held longer than 7 days without charging rent unless it is not available at that time.
- b) Security Funds must be paid by money order, online, or cashier’s check only.
- c) First months rent or prorated rent and security deposit must be paid in full prior to taking occupancy.
- d) All utilities paid by the tenant are to be transferred into tenant’s name and verified by landlord prior to taking occupancy.
- e) **There is a \$50.00 Administration fee charged per signed rental agreement. Charged Per Rental Unit not per tenant.**
- f) Subject to the terms & conditions of your Rental Agreement, the Security Deposit is fully refundable within 30-days of move-out, depending upon condition of unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at time of departure.
- g) The rental will not be occupied by any person(s), other than those listed on this application or those that have gone through the application and change of tenant procedure.
- h) There is no Assignment or Subletting allowed at any GPM rental, without prior written consent of GPM. New or replacement tenants must apply and be approved by GPM prior to their occupancy. Prorating of security deposits will be handled between tenant(s). No partial refund of the security deposit will occur with tenant replacements.
- i) At any GPM rental upon vacating of all ORIGINAL lease holders all lease addendum tenants must vacate.

**Renters Insurance** – The applicant may be required to obtain renter’s insurance. Minimum liability coverage required is \$100,000 and Grizzly Property Management, Inc. must be listed as an additional interest on your policy. The insurance policy must be active for the entire term of your tenancy. Please contact an insurance company regarding rates and coverage information.

**\*Pet Policies** – Require the following: 1) Renters Insurance (see above); 2) Larger security deposit; 3) Monthly Pet Rent; 4) Proof of current vaccinations and / or license for pet.

- Veterinarian documentation and a photo of the pet are **required with submission of application.**
- **It is the Manager’s policy not to accept pets under one (1) year of age; or the following breeds of dog: German Shepard, Pitt Bull, Rottweiler, Doberman pincher, Miniature Pinchers, Wolf or Coyote Crosses, Chows, Akita, Bull Terrier or any animal crossed with breeds listed above. Veterinarian verification of age and breed need to be presented at time of submitting application.**
- **It is also the Manager’s policy not to accept animals from the weasel or rodent family.**
- All cats and dogs must be spayed or neutered unless the Manager has granted prior authorization.
- All properties do not accept aquariums larger than 30 gallons.

**Smoking.** We do not allow smoking in any of our rental units. Permission to smoke inside or outside must be granted by Grizzly Property Management, Inc.

**Registry of Sexual or Violent Offenders** – A registry is available through City and County Law Enforcement Offices or at their website: <http://svor2.doj.state.mt.us:8010/index.htm>. Manager reserves the right not to rent to persons who have been convicted of a felony crime.

**Agency Disclosure** – Notice is hereby given of the contractual relationship between the Property Owner and Manager: Grizzly Property Management, Inc. is an exclusive agent of the Property Owner and represents the Property Owner’s interest in any and all rental transactions.

By signing below, I have read and understand the above policies and procedures.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Property Applying For:

\_\_\_\_\_  
Date



**Fair Housing**

Grizzly Property Management welcomes all applicants and supports fair housing. If you have questions regarding discrimination please contact the Montana Human Rights Division at 1-406-444-2884.

Photo ID   
**Approved / Declined** Date: \_\_\_\_\_  
 By: \_\_\_\_\_  
 Reason: \_\_\_\_\_

\_\_\_\_\_ Date unit is needed: \_\_\_\_\_

**Applicant's Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **Email:** \_\_\_\_\_  
 Drivers License # \_\_\_\_\_ **State** \_\_\_\_\_ **Can be reached phone #** \_\_\_\_\_  
 Names of **all** individuals who will occupy the unit: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ **City** \_\_\_\_\_ **St** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Rental History**

(1) Address Rented:	(2) Address Rented:	(3) Address Rented:
How Long? Yr _____ Mo _____ Tenancy Date: From _____ To _____	How Long? Yr _____ Mo _____ Tenancy Date: From _____ To _____	How Long? Yr _____ Mo _____ Tenancy Date: From _____ To _____
Landlord's name:	Landlord's name:	Landlord's name:
Phone #: ( )	Phone #: ( )	Phone #: ( )

**Auto Information:** How many vehicles will be at the property on a full time basis? # \_\_\_\_\_

- 1) Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License plate # \_\_\_\_\_  
 Vin # \_\_\_\_\_
- 2) Make: \_\_\_\_\_ Year: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License plate # \_\_\_\_\_  
 Vin # \_\_\_\_\_

**Pets\*** (Veterinarian documentation and a photo of the pet are **required with submission of application.** Please see reverse for additional policies on pets)

Do you have any pets? Yes / No If yes, how many? \_\_\_\_\_ Type(s): \_\_\_\_\_

- 1) Age: Yr \_\_\_\_\_ Mo \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex \_\_\_\_\_ Spayed /Neutered Y / N
- 2) Age: Yr \_\_\_\_\_ Mo \_\_\_\_\_ Color: \_\_\_\_\_ Weight: \_\_\_\_\_ Sex \_\_\_\_\_ Spayed /Neutered Y / N

Pet owners are required to provide proof of renters insurance, immunization records and / or licensing documentation and will be required at the time you sign the lease and pet agreement. **Additional deposit and monthly pet rent are required.**

**Employment / Income: Documentation is REQUIRED.**

**\*\*Copies of your last two check stubs, as well as, a current bank statement with last 4 digits of the account and address clearly visible.\*\***

	Current Job 1	Current Job 2
Employed by or Self Employed DBA		
Business Address		
Business Phone #		
Name of Supervisor		
Position Held		
How Long	Years _____ Months _____	Years _____ Months _____
Monthly Gross Income	\$ _____	\$ _____

Please list other income sources and amounts (i.e. Social Security / disability, financial aid, parental support, grants, savings, trust accounts, investment portfolios). Documentation may be required.

Source: \_\_\_\_\_ Amount per month: \$ \_\_\_\_\_ / or Total Account Balance \$ \_\_\_\_\_  
 Source: \_\_\_\_\_ Amount per month: \$ \_\_\_\_\_ / or Total Account Balance \$ \_\_\_\_\_

**Personal References**

Name	Address	Phone #	Relationship
1.			
2.			
3.			

Have you ever been convicted of or pleaded guilty or "no contest" to a felony whether or not resulting in a conviction? \_\_\_\_\_  
If yes, date of crime:\_\_\_\_\_. What crime?\_\_\_\_\_

Have you ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct whether or not resulting in a conviction?\_\_\_\_\_.

Are you listed as a sexual and/or violent offender with the department of justice? \_\_\_\_\_

Have you ever been convicted of or pleaded guilty to the illegal manufacturing or distribution of a controlled substance? \_\_\_\_\_.

Have you ever received a deferred adjudication for a crime? \_\_\_\_\_ If yes,  
When; m/d/yy \_\_\_\_\_ Nature of offense\_\_\_\_\_

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**Application Declarations and Authorization**

**Accurate Information.** You declare that all of your statements on the application and any supplemental information are true and correct. If you fail to fully and completely answer any question or give false information, we may reject the application.

**Authorization.** You authorize us to verify all information relating to this application through any means, including but not limited to Straight Arrow Screening and any other consumer reporting agencies, public record resources, and other rental housing owners. You further authorize us to furnish information to consumer reporting agencies and other rental housing owners regarding your performance of your lease obligations, including both favorable and unfavorable information about your compliance with any lease, rules, or financial obligations. In the event that anything contained herein is in conflict with any additional application document, this Declaration and Authorization will be controlling. I hereby declare that I am legally able to sign a contract in the State of Montana and to be fully responsible for the terms and conditions of a rental contract. The undersigned does further understand that all persons or firms can provide information freely concerning me and I hereby waive all rights to action for any consequences resulting from such information. By my signature below, I authorize the investigation and verification of the above information by Grizzly Property Management, Inc. and/or the owner of any property for which I am applying.

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**Applicant Signature**

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**Print Name**

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**Date / Time**

**(Please be sure to initial/sign and return all pages to GPM.)**