

RENTAL APPLICATION

APPLICANT NAME: _____
PROPERTY ADDRESS: _____

RENTING POLICIES & PROCEDURES

Once you have selected and decided on a rental you must fill out our resident application form. There is a **\$ 25.00 APPLICATION FEE** (Money Order, Check or Cash), which covers the handling of your application and cost of your credit report. **If you are financially supported by someone other than yourself or if you have poor/no credit, you will need to fill out a third party guarantee. There is a \$10.00 handling fee if a third party guarantee is required.** These **FEES ARE NOT REFUNDABLE** and are due when the application is submitted. A photo ID will be requested at the time you submit this application for processing.

In order for your application to be considered you must meet the following requirements:

1. **Sufficient Income** - Three times the rental amount per month. Income may be combined by multiple applicants. (Permanent employment of at least 4 months at the same job is preferred).
2. **Verifiable Good Credit** - Credit references listed will be contacted, so please provide telephone numbers. Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** - We will verify rental history with your two previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).
4. **Complete Application** - This six page application must be completed in its entirety. Failure to complete the entire application can result in a denial of the application.

We will try to process your application within 24 hours. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. Applications are pooled and the most qualified is chosen. All applications submitted become the property of Seller Direct Property Management.

We cannot guarantee any unit you have seen to be available by the time your application is processed. We cannot be held responsible for any unit that is rented after you have seen it and turned in an application.

If your application is approved and your move-in date is not immediate, a security deposit and first months rent will be taken in advance. **THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE IN THE FORM OF A CASHIER'S CHECK OR MONEY ORDER.** The security deposit is fully refundable at time of move-out, depending upon the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out. **A larger security deposit and monthly pet rent will be required for pets.**

After signing a lease agreement with Seller Direct Property Management, you are liable to report to us within **48 hours** with a change of phone number(s) and/or place of employment.

Seller Direct Property Management
3 Meridian Ct. #3
Kalispell, MT 59901
406-758-RENT or 406-249-7038
406-756-7325

DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to action for any consequences resulting from such information. By my signature below, I authorize the investigation and release of the information on all statements contained herein, including but not limited to a credit check, to Seller Dieect Property Management and/or it's principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that Seller Direct Property Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Seller Direct Property Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom.

You are also herein notified that a negative credit report reflecting your credit record may be submitted in the future to a credit reporting agency if you fail to fulfill the terms of your rental obligations or if you default in those obligations in any way.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Seller Direct Property Management accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, though not yet signed. The starting date for my occupancy of the property will be the first day the property is 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.

Seller Direct Property Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor in any other way discriminate against a person because of sex, marital status, race, creed, religion, age, familial status, physical or mental handicap, color or national origin.

Notice of the contractual relationship between the Property Owner and Seller Direct: Seller Direct is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicant Signature _____ Date _____ Time _____

Received by: _____ Date _____ Time _____

PERSONAL INFORMATION :

Applicants Full Name: _____

Have you ever used another name(s) _____ If yes, name(s) _____

Social Security Number: _____ - _____ - _____ Current Phone #: _____

E-mail Address: _____

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

Do you have pets? _____ If yes, how many, what type & age?: _____

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

Do you intend to use a waterbed in your new rental? Y / N

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

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

If yes, please describe _____

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 _____

Reason for moving _____

CRIMINAL HISTORY

1. Have you ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)?

Yes _____ No _____

2. 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?

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, etc.)

***Provide recent copies documenting each source of income**

BANKING & CREDIT INFORMATION :

***Provide most recent copy of statement for each bank account**

Bank _____ Phone # _____

Address _____ Checking Acct. # _____

Bank Contact/ Loan Officer _____ 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
- 5) _____ \$ _____ / Mo

AUTOMOBILE INFORMATION:

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

Make _____ VIN # _____ Year _____ Color _____ Plate No/State: _____

Make _____ VIN # _____ Year _____ Color _____ Plate No/State: _____

Applicant Signature: _____

Date: _____

Please Sign and Date at bottom.

**RENTAL HISTORY VERIFICATION FORM
(For previous Landlord or Seller Direct Use Only)**

_____ (Applicant) has made an application for a property managed by _____. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of non-financial lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request. We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.

Thank you,

_____ Date _____ Past Address _____

RENTAL PAYMENT INFORMATION

- a. Is the applicant currently living in your community? Y / N
- b. Are you related to the applicant? Y / N
- c. Did the applicant have a lease? Y / N
- d. Date applicant moved in _____ Moved out _____
- e. What was the monthly rent? \$ _____
- f. Did the applicant have a record of paying rent promptly? Y / N
- g. If applicant paid late, how many days late? _____ How often? _____
- h. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
- i. Does the applicant still owe you money? Y / N If yes, how much? _____

GENERAL QUESTIONS

- a. Did the applicant keep the apartment clean? Y / N
- b. Did the applicant or applicant's family or guests damage the apartment or common areas beyond ordinary wear and tear? Y / N
- c. Did the applicant pay for the damage? Y / N
- d. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why?
- e. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y / N
If yes, describe
- f. Did the applicant ever create any noise disturbances or disruptions? Y / N
If yes, describe
- g. Did the applicant ever have anyone other than those named on the lease living in the apartment? Y / N
- h. Did the applicant ever have any pets in the apartment? Y / N If so, were they authorized? Y / N
- i. Did the applicant give you proper notice before moving? Y / N
- j. Did you ever give the applicant a termination notice? Y / N
If yes, why?
- k. Would you rent to this applicant again? Y / N
Why or why not?

INFORMATION PROVIDED AND VERIFIED BY:

Name (please print) _____ Company _____
Signature _____ Title _____
Date _____

RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this application to:

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

DID YOU REMEMBER TO?

___ **Read Through the Entire Application**

___ **Supply ALL Necessary Phone #'s and Addresses**

___ **Complete Each Page of The Application and Sign Where Noted**

___ **Include a Copy of Your Most Recent Bank Statement**

___ **Include Verification of Income Other Than Work: i.e. Trust Fund, SSI, Student Loans**

___ **Include A Copy of Your Vehicle Registration**

___ **Include A Copy of Your Drivers License or Valid State Identification**

___ **Pay the \$_25 Application Fee**