

## **RENTING POLICIES & PROCEDURES**

In order to be accepted for screening, the rental application must be completed with current and accurate information. Anyone over the age of 18 will need to complete their own application. There is a **\$30.00** non-refundable application fee which covers the handling of your application and cost of your credit report. A photo ID will be requested at the time you submit this application processing. We are a no pets and no smoking of any kind property.

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 6 months at the same job is preferred) A copy of your most recent pay stub may be requested.
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 4-page application must be complete in its entirety. Failure to complete entire application can result in 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. All applications submitted become the property of Owner.

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. All rentals are on a first approved basis.

If your application is approved and your move-in date is not immediate, we will request a holding deposit that will turn into your security deposit at move in. Without this deposit we cannot hold onto a unit for you longer than 24 hours after approval.

After signing a lease agreement with Owner, you are liable to report to us within 48 hours with a change of phone number and or place of employment.

We rent to all who qualify and follow all fair housing laws for federal and state. We will not discriminate against race, color, religion, sex, national origin, disability, familial status, marital status, age or creed.



## **DISCLOSURE AND AUTHORIZATION**

The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby wave 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 Owner and/or the owner of any property which I am applying to occupy.

I further understand and agree that Fidelity Management Services, Inc. will rely upon this Rental Application as an inducement for entering into a rental agreement and I warrant that the facts contained in this Application are truthful. If any facts prove to be untrue, Fidelity Management Services, Inc. may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney 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 of or if you default in those obligations in any way.

Owner welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property no 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 Property Owner and Owner: Owner 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: \_\_\_\_\_

# RENTAL APPLICATION

FIDELITY MANAGEMENT SERVICES, INC

7000 UNCLE ROBERT LN, APT 7, MISSOULA, MT 59803

PHONE: 251-4707 FAX: 926-3707 EMAIL: MARITZA@FIDELITYPROPERTY.COM

## PLEASE PRINT LEGIBLY

Rental Property Address \_\_\_\_\_ Date Needed \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE #(s): \_\_\_\_\_

DOB: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Social Security: \_\_\_\_\_

HAVE YOU EVER USED ANY OTHER NAME(S) \_\_\_\_\_ IF YES, NAME(S) \_\_\_\_\_

ARE YOU A SMOKER, INCLUDING CIGARS OR PIPES? Y N DO YOU OWN A VACUUM CLEANER? Y N

CURRENT ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATES OF TENANCY: FROM \_\_\_\_\_ TO \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_ POSITION: \_\_\_\_\_ PHONE: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_ YRS \_\_\_\_\_ MONTHS SUPERVISOR: \_\_\_\_\_

MONTHLY INCOME (TAKE HOME) \$ \_\_\_\_\_ OTHER INCOME \$ \_\_\_\_\_

ASSETS (INCLUDED BUT NOT LIMITED TO BANK ACCOUNTS YOU HAVE ACCESS TO) \$ \_\_\_\_\_

## EMERGENCY CONTACT

NEAREST RELATIVE NOT LIVING WITH YOU: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

### REFERENCES

PREVIOUS LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ LENGTH OF TENANCY: FROM \_\_\_\_\_ TO \_\_\_\_\_

PREVIOUS LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ LENGTH OF TENANCY: FROM \_\_\_\_\_ TO \_\_\_\_\_

## CREDIT INFORMATION

CREDITOR: \_\_\_\_\_ TOTAL DUE: \_\_\_\_\_ MONTHLY PAYMENT: \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Any judgements or collections against you? Y N Have you ever filed bankruptcy? Y N If yes, when? \_\_\_\_\_

**OTHER INFORMATION**

**OTHER TENANTS (INCLUCING CHILDREN):**

	<b>AGE:</b>	<b>SMOKER, INCLUCING CIGARS &amp; PIPES? Y N</b>
	<b>AGE:</b>	<b>SMOKER, INCLUDING CIGARS &amp; PIPES? Y N</b>
	<b>AGE:</b>	<b>SMOKER, INCLUCING CIGARS &amp; PIPES? Y N</b>
	<b>AGE:</b>	<b>SMOKER, INCLUDING CIGARS &amp; PIPES? Y N</b>

Have you ever intentionally or willfully refused to pay rent when due? Y      N      IF YES, WHY? \_\_\_\_\_

Have you ever been evicted from any tenancy? Y      N      IF YES, WHY? \_\_\_\_\_

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

Y      N      If yes, when? \_\_\_\_\_

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? Y      N      If yes, when? \_\_\_\_\_

Do you have any pets? Y      N      If yes, what kind and how many? \_\_\_\_\_

Do you have any special needs or requirements that we need to be aware of? Y      N      If yes, please describe \_\_\_\_\_

**AUTOMOBILES**

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LICENSE PLATE: \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LICENSE PLATE: \_\_\_\_\_

Do any of the above vehicles leak oil or other fluids? Y      N      If yes, which vehicle? \_\_\_\_\_

**I DECLARE THE FOREGOING INFORMATION TO BE TRUE UNDER PENALTY OF PERJURY.**

**I hear by certify that the answers I have given in the application are true and correct to the best of my knowledge. I understand that any false answers, lack of answers, or statements given by me are sufficient grounds for eviction.**

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