



1871 S. 22<sup>nd</sup>, Suite #3A  
P.O. BOX 10504  
Bozeman, Montana 59719  
Phone (406) 556-9900  
Fax (406) 922-0100  
E-Mail: info@bridgerproperty.com

## **RENTAL APPLICATION**

**APPLICANT NAME:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

### **RENTING POLICIES & PROCEDURES**

Bridger Property Management thanks you for looking to us for assistance with your residential housing needs. The owners of the properties we manage and their tenants include co-workers, employees, neighbors, family and friends. Therefore, we feel an obligation to ensure that properties managed by Bridger Property Management are rented and maintained that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, Bridger Property Management utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have selected 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. There is a **\$10.00 FEE PER APPLICATION**, which covers the cost of processing your application and obtaining your credit report. **If you are financially supported by someone other than yourself or if you have poor/no credit, you will also need a co-signer to complete a Third Party Guaranty Form. There is an additional \$10.00 handling fee if a Third Party Guaranty is required.** The Application and Third Party Guaranty Fees must be paid by money order, check or cash, and are due upon submission of each application. The **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NOT REFUNDABLE. However, if Tenant(s) inter into a lease agreement, all Application fees will be applied to First Months Rent.** A photo ID will be requested at the time you submit your application. 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 will be checked with a national credit bureau.
3. **Good Previous Rental History**-Bridger Property management 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 to Bridger Property management lies with the Applicant. Bridger property Management reserves the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application**-This 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.

Bridger makes every effort to process applications within 24 hours of submission; however, processing can take several days due to the 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 Bridger 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 application submitted become the property of Bridger Property Management.

We cannot guarantee any unit that you have seen 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 move-in is not immediate, a security deposit and first month's rent will be collected in advance. 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 an additional security deposit** as specified in the individual Rental Agreements of such units. Please be aware that only selected 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.

## **DISCLOSURE AND AUTHORIZATION**

The undersigned applicant declares that the information contained in this Rental Application is true, complete and correct, and understands that any false statements or representation identified herein may result in rejection, without further notice, of this and any other applications for tenancy in housing managed by Bridger Property Management. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Bridger Property Management, 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. I hereby waive my 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 my confidential credit report to Bridger Property Management, it's principals and/or the owner(s) of any property I am applying to occupy.

I further understand and agree that Bridger 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 Bridger Property Management, Bridger may terminate my tenancy immediately and collect from me any damages incurred, including reasonable attorney's fees resulting therefrom. 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 Bridger Property Management, 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 Bridger Property management 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 is made.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Bridger 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 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 that the deposit is accepted.

Bridger Property Management welcomes all applicants and supports the precepts of equal access and "Fair Housing." Bridger Property Management will not refuse access to any housing, accommodations, 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 BRIDGER PROPERTY MANANGEMENT:** Bridger Property Management is the sole and exclusive agent of the Owner(s) of the properties listed and represents the property Owner(s) interest in any and all transactions related to the rent or lease of said property.

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Received By:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_



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\*Applicant: Please sign the last line on the page. We will fax this form to you previous landlord.

RENTAL HISTORY VERIFICATION

(applicant) has made an application for a property managed by Bridger Property Management. 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 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 this form, the applicant has consented to the release of the information we request. We request that this information be supplied within 24 hours as not to unnecessarily delay this applicant. Your prompt consideration is appreciated.

Thank you,

Bridger Property Management Date

RENTAL HISTORY QUESTION

- 1. Is this the social security number you have for the applicant? Y / N
SS#
2. Is the applicant currently living in your community? Y / N
3. Are you related to the applicant? Y / N
4. Did the applicant have a lease? Y / N
5. Date applicant moved in Moved out
6. What was the monthly rent? \$
7. Did the applicant have a record of paying promptly? Y / N
8. If applicant paid late, how many days late? How often?
9. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
10. Does the applicant still owe you money? Y / N If yes, how much?
11. Did the applicant keep the unit clean? Y / N
12. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear? Y / N
13. Did the applicant pay for the damage? Y / N
14. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why?
15. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal activity or drug-related activity? Y / N
If yes, describe
16. Did the applicant ever create any noise disturbances or disruptions? Y / N
If yes, describe
17. Did the applicant ever have anyone other than those named on the lease living in the unit? Y / N
18. Did the applicant ever have any pets in the unit? Y / N If so, were they authorized? Y / N
19. Did the applicant give proper notice before moving? Y / N
20. Did you ever give the applicant a termination notice? Y / N
If yes, why?
21. Would you rent to this applicant again? Y / N
Why or why not?

INFORMATION PROVIDED AND VERIFIED BY: Company
Name (please print) Title
Signature Date

RESIDENT RELEASE

By my signature below, I hereby authorize the release of the information requested on this form to Bridger Property Management.

\*Applicant Signature Date



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**THIRD PARTY GUARANTY**  
(Co-signer agreement)

For the provisions of the provisions within this enclosure, "I", "me" or "my" means the person or Guarantor signing below and "you" or "your" means Bridger Property Management.

This rider is attached to and made an integral part of the Rental Application and Rental Agreement (or Lease) for the following named Applicant(s) \_\_\_\_\_

In consideration of your lease of the Premises to the Applicant(s), I hereby guarantee, and agree to be jointly and severally liable for, any and all of the Applicant(s) liability to you arising as a result of the Rental Agreement. I further expressly guarantee payment of rent, any damages, cleaning expense, unpaid utilities, fees, fines, exemplary or punitive damages, costs, administrative charges, including without limitation attorney fees, court costs, or any other liability incurred and full performance of the Rental Agreement including any extensions, renewals, modifications or amendments thereto. While agreeing to be bound by all terms and conditions of the Rental Agreement, I specifically and irrevocably waive all possessionary right to the premises for the entire term of the Rental Agreement, including the extension thereto. Additionally, I agree to have Bridger Property Management run a credit check on me (at the cost of \$10.00) for the purpose of financial verification.

The Guarantor's liability will remain in force for the term of the Rental Agreement and subsequent agreements, unless the tenant wishes to show his/her ability to handle his/her own tenancy, without a Guarantor. This will require the tenant to re-submit an application and qualify independently based on the criteria listed in the Rental Application.

This guaranty constitutes a legally binding contract enforceable by law. The undersigned co-signs and unconditional Guarantor on any Rental Agreements executed by the Applicant(s).

**GUARNTOR'S INFORMATION**

NAME (print) \_\_\_\_\_ SOC.SECURITY# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PHONE: home \_\_\_\_\_ Work \_\_\_\_\_ other \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

EMPLOYER'S NAME & ADDRESS \_\_\_\_\_

EMPLOYER'S PHONE # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**PERSONAL INFORMATION :**

Applicant's Full Name: \_\_\_\_\_  
Have you ever used another name(s) Y / N If yes, name(s) \_\_\_\_\_  
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)? \_\_\_\_\_  
Ages(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Gender(s)? \_\_\_\_\_

Do any of the people who will be residing in the unit smoke? Y / N  
Do you have any special needs 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 \_\_\_\_\_

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: \_\_\_\_\_  
\_\_\_\_\_

**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 (including financial aid, social security, loans, mutual fund, stock, bonds, family assistance, etc.) **\*Provide recent copies documenting each source of income:** \_\_\_\_\_  
\_\_\_\_\_

**BANKING AND CREDIT INFORMATION:**

**\*Provide most recent copy of statements for each bank account**

Bank \_\_\_\_\_ Phone # \_\_\_\_\_  
Checking Acct # \_\_\_\_\_ Saving Acct # \_\_\_\_\_  
Have you ever filed bankruptcy? Y / N When? \_\_\_\_\_ Are there any judgments against you? Y / N  
If Yes, list specific 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
- 6) \_\_\_\_\_ \$ \_\_\_\_\_ /Mo

**AUTOMOBILE INFORMATION:**

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

Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate# \_\_\_\_\_  
Make \_\_\_\_\_ Model \_\_\_\_\_ VIN# \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Plate# \_\_\_\_\_

**CRIMANAL HISTORY:**

- 1. Have you ever been charged (whether or not resulting in conviction) or convicted, or pleaded guilty or "no Contest" to a felony  
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 \_\_\_\_\_
- 3. Are you required to register as a Violent or Sex Offender in any jurisdiction? Yes \_\_\_\_\_ No \_\_\_\_\_

**\*Application Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **APPLICATION CHECKLIST**

**Applicant, please remember to:**

- Read Through the Entire Application**
- Supply ALL Necessary Phone #'s and Addresses**
- Complete Each Page of the Application, Initial and Sign Where Noted**
- Fill in Each Blank (if Not Applicable, write N/A)**
- Include a Copy of Your Most Recent Bank Statement**
- Include Verification of Income, (i.e., Employment, Trust Fund, SI, Financial Aid)**
- Include a Copy of Your Vehicle Registration**
- Include a Copy of Your Drivers License or Valid State Identification**
- Pay the \$10.00 Application Fee (and \$10.00 Third Party Guaranty Fee if Applicable)**

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