

# Garden City Property Management

422 Madison • Missoula, MT 59802

(406) 549-6106 • FAX (406) 549-6107

www.gcpm-mt.com

**Please read the following criteria and submit the initialed form with your application.**

**Thank you.**

## **Rental Application Criteria**

**Complete entire application:** The one page application must be completed in its entirety. Please supply all phone numbers and addresses requested on the application. Failure to complete entire application may delay processing or result in denial of the application.

**Separate applications for each adult:** Each applicant 18 or older must submit an application regardless of marital/familial status or relationship to any other applicant for tenancy. All applications submitted become the property of Garden City Property Management.

**Application Criteria:** In order for an applicant to be considered for tenancy, the applicant must meet the following criteria. If any of the following requirements are not met, a cosigner may be considered.

•**Rental history:** We prefer 2 years verifiable good rental history. Ultimate responsibility for supplying previous rental history lies with the applicant.

•**Credit:** Verifiable good credit. Credit Reports will be checked with a national credit bureau.

•**Sufficient Income:** Employment or other source of verifiable income showing ability to pay the monthly rent, utilities and other living expenses.

•**Criminal history:** Criminal history will be checked using local and national databases. Applicants who list a felony need to provide a written statement regarding the felony. We reserve the right not to rent to persons who have been convicted of a crime.

Garden City Property Management makes every effort to contact previous landlords, employers or other references within 24 hours. Applicants are encouraged to check on the status of their application.

**Application Fee:** There is a \$20.00 application fee. This covers the cost of processing your application and obtaining a credit report. If you are financially supported by someone other than yourself, a cosign agreement will be required. An additional \$10.00 will be charged to applicants requiring a cosigner.

We require an application be submitted if you want to view an occupied unit. Once you've selected the rental for which you would like to be processed, the application fee needs to be remitted to our office. **We will not process an application until the \$20.00 fee has been paid.** We accept cash, cashiers check, money order or personal check. We have the ability to accept debit and credit cards for an additional \$1.00 per processing fee. Application fees are non-refundable.

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

**Agency Disclosure:** Notice of contractual relationship between the property owner and Garden City Property Management: Garden City Property Management 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.

Garden City Property welcomes all applicants and supports the precepts of equal access and Fair Housing. Garden City Property 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.

Initials \_\_\_\_\_

**List properties for which you are applying below:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee paid \_\_\_\_\_

(Office use only)

**GARDEN CITY PROPERTY MANAGEMENT ~ APPLICATION TO RENT**

Name: \_\_\_\_\_ \*SS#: \_\_\_\_\_  
(Last) (First) (Middle)

Other Occupants: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you have any pets? No Yes Breed: \_\_\_\_\_ Sex: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Fixed: \_\_\_\_\_  
Total number of pets that will be at the property: \_\_\_\_\_  
Do any of the people who will be residing in this unit smoke?: No Yes If Yes: Inside or Outside Only

**REFERENCES :** CREDIT AND REFERENCES WILL BE CHECKED BY OWNER / AGENT

1) Rental Address: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

2) Rental Address: \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

Landlord's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you ever been evicted from any tenancy: Yes No Why: \_\_\_\_\_

Have you ever willfully and intentionally refused to pay rent when due: Yes No Why: \_\_\_\_\_

Do you have any special needs or requirements? Yes No Explain: \_\_\_\_\_

Name of closest living relative (may not be living with you in unit for which you have applied):

\_\_\_\_\_  
(Name) (Address) (City / State) (Phone #) (Relationship)

Name of person to notify in case of emergency (may not be living with you in unit for which you have applied):

\_\_\_\_\_  
(Name) (Address) (City / State) (Phone #) (Relationship)

Have you ever filed a petition for bankruptcy? Yes No Date filed: \_\_\_\_\_ Reason: \_\_\_\_\_

Do you have any judgments against you? Yes No Explain: \_\_\_\_\_

Sources of Income: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Present Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Address: \_\_\_\_\_ Manager: \_\_\_\_\_

Salary Earned: \_\_\_\_\_ If hourly wage, how many hours do you work each week? \_\_\_\_\_

Date Employment started: \_\_\_\_\_ Is this a permanent position? Yes No  
If this employment is temporary, how long will it continue? \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Position: \_\_\_\_\_ How Long: \_\_\_\_\_

Checking Account (Name of Bank): \_\_\_\_\_ Savings Account (Name of Bank): \_\_\_\_\_

Vehicle: Make / Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # & State: \_\_\_\_\_

Vehicle: Make / Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # & State: \_\_\_\_\_

Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction), convicted, or plead guilty or no contest to a **felony**? Yes No

Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction), convicted, or plead guilty or no contest to a **misdemeanor involving sexual misconduct or the possession, sale or manufacturing of drugs**? Yes No

Are you or any other intended occupant, including minors, required to register as a Sexual or Violent Offender? Yes No  
State of Initial Registration: \_\_\_\_\_

**I DECLARE THE FOREGOING TO BE TRUE UNDER THE PENALTY OF PERJURY.** I hereby verify that I am old enough to legally sign and be fully responsible for the terms of a rental contract. I authorize Garden City Property Management, Inc. to check my rental history, credit history & verify my source of income. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release of such confidential information. I understand and agree any false statements identified herein may result in rejection of this application and that the Landlord may terminate any agreement entered into in reliance on any misstatement made above. I understand the Garden City Property Management, Inc. reserves the right, in its sole discretion, to report to a national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_