

# GARDEN CITY PROPERTY MANAGEMENT

422 MADISON MISSOULA, MT 59802 ● (406) 549-6106 ● FAX (406)549-6107

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

**Thank you.**

### Rental Application Criteria

**Complete entire application:** The single 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.

**Occupancy Standard:** We comply with the HUD Standard of no more than two people per bedroom.

**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 \$30.00 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 processing fee 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 \$30.00 fee has been paid.** We accept cash, cashiers check, money order or personal check. We have the ability to accept debit or 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.

**Applicant's Initials:** \_\_\_\_\_

**How did you find out about the unit and/or Garden City Property Management, Inc.?**

\_\_\_ GCPM's web-site

\_\_\_ Missoulian

\_\_\_ Missoula Independent

\_\_\_ Word of mouth

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fee paid \_\_\_\_\_  
(Office use only)