

 *40 West 14th Street, Suite 4 A*

 *Helena, MT 59601*

 *Phone:* (406) 457-5542 Fax: (406) 443-2161

 ***shanell@pmihelena.com***

***Residential Rental Application***

***Applicant Name*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Type and Size of Unit desired: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Desired Move In:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Renting Policies and Procedures***

***Project Management Inc.***

Project Management, Inc. appreciates you looking to us for help with your housing needs. Project Management, Inc. has an obligation to ensure the properties are maintained and rented, and to take reasonable measures to ensure the safety and security of the tenants in each unit. To help ensure we are able to meet these standards, Project Management, Inc. utilizes a thorough screening process of all applicants based on a set of objective criteria, as listed below.

Once you have selected a rental, a completed and signed rental application must be submitted to begin the qualification process. Each person who will reside in the unit, other than another applicant’s child or ward whose income and credit is not being relied upon to meet the income and credit requirements, must submit a separate residential rental application, regardless of whether such resident is related by birth or marriage to another applicant for tenancy. THERE IS A $25.00 APPLICATION FEE, PER APPLICATION. *Make Application fee payable to Project Management*. The fee covers the cost of processing your application and obtaining your credit report. If you are financially supported by or under the care of someone other than yourself or if you have poor/no credit, a co-signer/ third party guaranty will be required. THERE IS AN ADDITIONAL $10.00 HANDLING FEE IF A THIRD PARTY GUARANTY IS REQUIRED. THE APPLICATION AND THIRD PARTY GUARANTY FEES ARE NOT REFUNDABLE. A photo ID is required at the time of submitting the application. By filling out the entire application along with your signature you are giving us permission to run a credit check, criminal background check and check for references. If any child or ward will reside in the unit, you must provide any necessary authorizations required for Project Management to obtain criminal or other relevant information relating to such individual.

**In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the following income or credit requirements are not met, a Third Party Guaranty will be required from a person meeting such requirements. Your Application will be denied if: (1) you cannot or do not demonstrate sufficient verifiable income and/or verifiable good credit and you are unable to provide a third party guaranty from a person with sufficient verifiable income and verifiable good credit; (2) your rental history indicates history of: nonpayment or repeated late payment of rent, failure to meet other financial obligations under a rental agreement, failure to maintain or leave a rental in a reasonably clean and sanitary condition, damage to a rental unit or common areas by you or your guests beyond normal wear and tear, failure to pay for damage to a rental or common areas, keeping an unauthorized pet or residents(s) in any rental, any behavior, violence, criminal or drug-related conduct or activity or condition constituting a threat to the welfare, health or safety of, or causing loss or injury to other residents, a landlord or the general public, or action for eviction or eviction for failure to comply with a rental agreement; (3) you have a criminal history involving a felony or sexual offender conviction. (4) our investigation reveals any other information indicating that rental to you poses an unreasonable financial, security, safety or other risk to Project Management, Landlord, other tenants or the general public; (5) complete income, credit, rental or criminal history is unavailable or not provided timely to Project Management; or (6) you fail to submit a complete application or provide any related information, documentation or release authorization.**

1. **SUFFICIENT VERIFIABLE 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. Good Credit is defined as a credit score of at least 550.**
3. **GOOD VERIFIABLE RENTAL HISTORY: Project Management, Inc. will make a reasonable attempt to contact previous landlord(s) and /or mortgage holder(s) submitted by Applicant. However, the ultimate responsibility for supplying correct information to Project Management, Inc. lies with the Applicant. Project Management reserves the right to decline tenancy on the basis of our inability to contact references provided. Good verifiable Rental History means full rental payments being made on time, leaving a rental unit in a reasonably clean and sanitary condition, without damage, having no rental violations on your record, i.e. unauthorized pet or residents(s) in any rental, and in general, having complied with all your rental obligations.**
4. **COMPLETE APPLICATION: The attached application must be completed in its entirety. Failure to complete the entire application may delay processing, or result in a denial based on the deficiency, of the application. Complete applications will be processed in the order in which they are received.**

**Project Management, Inc. 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 a response has not been received from Project Management, Inc. within two business days of submission. Applicants will not be “pre-screened” outside the standard process under any circumstances. Incomplete or falsified applications may be rejected without further notice. All Applications submitted become the property of Project Management, Inc.**

**We cannot guarantee any unit previously viewed to be available by the time your application is processed. Dwelling units are rented to the first approved applicant who has signed our lease or rental agreement (“Rental Agreement”) and paid the full security deposit. A security deposit will not be accepted until the Rental Application is approved. If your Application is approved and your move-in date is not immediate, a security deposit and first month’s rent will be collected in advance. Subject to terms and conditions of your Rental Agreement and applicable law, the Security Deposit is fully refundable within 30 days of moving out, depending on the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due, and/or any other unpaid rent due, and /or other unpaid financial obligations owing at the time of departure. The dwelling units that allow pets require a payment of an additional Security Deposit and monthly pet rent as specified in the individual Rental Agreement for such units. Please be aware 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 the Rental Agreement.**

***DISCLOSURE AND AUTHORIZATION***

**The undersigned Applicant declares that the information contained in this Rental Application is true, complete, and correct and understands and agrees that any false statements or misrepresentations identified herein may result in denial, without further notice, of this and any future applications for tenancy in housing by Project Management, Inc. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Project Management, Inc. and its principals, agents, and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit, criminal, and payment history, the opinions and recommendations of Applicant’s personal and employment references, and my rental history. Applicant hereby waives any right of action now or hereafter accruing against any person or entity as a consequence of the release or exchange of such information. By Applicant’s signature below, Applicant authorizes the investigation and release of any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Project Management, Inc., its principals and/or the owner(s) of any property which Applicant is applying to occupy.**

**Applicant further understands and agrees that Project Management, Inc. will rely upon this Rental Application as an inducement for entering into a Rental Agreement for residential real property and Applicants warrants the facts, matters and information contained in this Application are true, complete, and correct to the best of Applicant’s knowledge or belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of Project Management, Inc. may terminate Applicants tenancy in accordance with applicable law and your Rental Agreement and collect from Applicant 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 with Project Management, Inc., Applicant understands that they are 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 of such change.**

**Applicant understands that Project Management, Inc. reserves the right, in its sole discretion, to report to national credit reporting agencies my success or failure to fulfill any of the terms of any Rental Agreement subsequently executed by Applicant, 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 amendments thereto or regarding any collection matter pertaining to, arising from or in conjunction with, the rental of a residence for which application was made.**

**Beginning at the time an approved Applicant tenders a deposit for a property which Applicant intends to rent, and Project Management, Inc. accepts such a deposit, Applicant agrees to rent the property according to the terms and conditions of the Rental Agreement for that property, although at the time a written Rental Agreement may not be signed. The starting date for Applicant’s occupancy of the property under a Rental Agreement will be the first day the property is made available for rent or an agreed upon date if different from said date. Applicant agrees that the Rental Agreement shall be in full force and effect from the time Applicant’s deposit is accepted, and Applicant signs the lease agreement, even if the initial intended occupancy date is after the deposit is accepted.**

**Project Management, Inc. welcomes all applicants and supports the precepts of equal access and “Fair Housing”. Project Management, Inc. 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, 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 PROJECT MANAGEMENT, INC.:**

**Project Management, Inc. is the sole and exclusive agent of the Owner of the properties listed for rent and represents the Property Owner’s interest in any and all transactions related to the rent of said property.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature Date Time**

**Received By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date Time**

**Applicant Information**

**Applicant’s Full Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Last First MI**

**Have you ever used another name? Y / N if yes, name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security Number\_\_\_\_\_\_\_-\_\_\_\_\_\_-\_\_\_\_\_\_\_\_ Drivers License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issuing State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **(for back ground check)**

**Current Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cellular Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Do you have any pets? Y / N**

**If yes, how many? \_\_\_\_\_\_\_ Type: \_\_\_\_\_\_\_\_\_\_\_\_ Gender:\_\_\_\_\_\_\_\_\_\_\_\_\_\_Breeds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ages: \_\_\_\_\_\_\_ Weight: \_\_\_\_\_\_\_\_\_**

**Do any of the people who intend to reside in the unit smoke? Y / N**

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

**If yes please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List any other people who will reside with you including their relationship:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are you under the care of or financially supported by a parent, guardian or other person? Y / N**

**If yes identify such person(s) and include name, address, city, state, zip, and phone number:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the nearest living relative (not living with you):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Who should we contact in case of an emergency? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **RESIDENCE HISTORY**

**Present Address, City, State & Zip:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How long at this address? From \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rent / Mortgage Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Present Landlord or Mortgage Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reason for moving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is your rental agreement expired? Y / N If not, when does your rental agreement expire? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Previous Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Street Address City State Zip Code**

**How long at this address? From\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ Rent or Mortgage: \_\_\_\_\_\_\_\_\_\_\_\_**

**Landlord or Mortgage Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason for moving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Have you ever been subject of an eviction proceeding or settlement, whether or not the suit was actually filed? Y / N**

**If yes, please explain. Include dates, rental premises address, and contact information for property owner and property manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**CRIMINAL HISTORY**

**Have you or any child or ward of yours who will reside in the unit ever been charged /convicted, or pled guilty, or “no – contest” to a felony? Yes \_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_**

**Have you or any child or ward of yours who will reside in the unit ever been convicted, or pled guilty or “no contest” to a misdemeanor involving sexual misconduct? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_**

**Are you or any child or ward of yours who will reside in the unit registered as a Violent or Sex Offender in any jurisdiction? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_**

**EMPLOYMENT INFORMATION**

**Current Employer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long? \_\_\_\_\_\_Years\_\_\_\_\_\_\_ Months**

**Employer Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Present Income $ \_\_\_\_\_\_\_\_\_\_\_ per \_\_\_\_\_\_\_**

**Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Previous Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ How long? \_\_\_\_\_\_\_ Years \_\_\_\_\_\_Months**

**Employer Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position Held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Income $ \_\_\_\_\_\_\_\_\_\_\_per\_\_\_\_\_\_\_\_\_**

**Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other sources of income, including but not limited to financial aid, social security, loans, mutual funds, etc.**

**Please check each box below indicating the additional type of income. Please provide recent copies of each additional source of income.**

**Financial Aid \_\_\_\_\_\_\_\_\_\_Social Security \_\_\_\_\_\_\_\_\_ Loans \_\_\_\_\_\_\_\_\_Family Assistance \_\_\_\_\_\_\_\_\_\_**

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

**BANKING AND CREDIT INFORMATION**

**Bank where accounts are held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Types of accounts: \_\_\_\_\_\_ Checking \_\_\_\_ Savings \_\_\_\_\_\_\_ Other**

**Have you ever filed bankruptcy? Y / N When? \_\_\_\_\_\_\_\_\_\_\_\_**

**Are there any judgments against you? Y / N**

**If yes, please list specifics of judgments and collections:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Financial Obligations (Include student loans, credit cards, auto or home loans, child support, etc.)**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /month**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/month**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/month**

**AUTOMOBILE INFORMATION**

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

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

**PERSONAL REFERENCES**

**\*Do not use family or friends as references. Examples of personal references would be co-workers, etc.**

**Name Phone Relationship**

**Name Phone Relationship**

**Name Phone Relationship**

**Please tell us any other information about yourself that might help us evaluate your application.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Authorization to verify references and credit information**

 **Please read carefully before signing.**

**In considering this application from you, Project Management, Inc. will rely heavily on the information you have supplied. It is important that the information be accurate, true, and complete. By signing below, you represent and warrant the accuracy of the information and you authorize Project Management, Inc. to verify any reference you have listed and run a credit and criminal report.**

**Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_FOR MANAGEMENT USE ONLY, DO NOT WRITE BELOW THIS LINE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Disposition of Application: \_\_\_\_\_\_\_\_\_ Approved \_\_\_\_\_\_\_\_\_\_ Not Approved \_\_\_\_\_\_\_\_\_\_\_\_\_Date**

**If not approved, indicate reason(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant notified by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Notified:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

** 40 West 14th Street Ste 4A Helena, MT 59601**

 **Phone: (406) 457-5547 Fax: (406) 443-2161**

***RENTAL HISTORY VERIFICATION FORM***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (Applicant) has made an application for a property managed by Project Management, Inc. Determining the Applicant’s past rental history is important to determine history, financial obligations, as well as whether the applicant has a record of rental agreement violations or eviction notices. The information will be kept confidential and used for the purpose of evaluating the applicant’s rental application. As indicated by the signature on the end of the form, the Applicant has consented to the release of information we are requesting. WE REQUEST THE INFORMATION BE PROVIDED WITHIN 24 HOURS SO AS NOT TO UNNECESSARILY DELAY THE APPLICANT. YOUR PROMPT COOPERATION IS APPRECIATED.**

***RENTAL HISTORY QUESTIONS***

1. Is this the Social Security number you have on file for this applicant? xxx-xx-\_\_\_\_\_\_\_ Y /N
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 or rental agreement? Y / N Term of lease or rental agreement: 6 month - 12 month - other?
5. Date Applicant moved in?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Moved out? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. What was the monthly rent?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Did the Applicant have a record of paying rent promptly? Y / N
8. If the Applicant paid late, how many days late? \_\_\_\_\_\_\_\_\_\_\_\_\_\_ How Often? \_\_\_\_\_\_\_\_\_\_\_
9. Did you ever begin eviction proceedings against the Applicant for non-payment? Y / N
10. Does the Applicant still owe you money? Y / N
11. Did the Applicant keep the unit clean? Y / N
12. Did the Applicant or Applicant’s family or guests damage the property beyond normal wear

 and tear? Y / N

1. Did the Applicant pay for the damage? Y / N
2. Did you keep any of the Applicant’s Security Deposit? Y / N
3. 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

1. Did the Applicant ever create any noise disturbances or disruptions? Y / N
2. Did Applicant ever have anyone other than those named on the lease or rental agreement living in the unit? *Y / N*
3. Didthe Applicant ever have any pets in the unit? Y / N
4. Did the Applicant give you proper notice before moving? Y / N
5. Did you ever give the Applicant a termination notice? Y / N
6. If yes, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Would you rent to this Applicant again? Y / N

 Why or Why not?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INFORMATION PROVIDED AND VERIFIED BY:**

**Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Applicant Release:**

**By my signature below, I hereby authorize the release of the information requested to Project Management, Inc.**

**Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

** 40 West 14th Street Ste 4A Helena, MT 59601**

 **Phone: (406) 457-5547 Fax: (406) 443-2161**

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

**For the purpose of the provisions within this enclosure, “I,” “me” or “my” means the person or Guarantor signing below and “you” or “your” means Project Management, Inc.**

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

**In consideration of your rent of the Premises to the Applicant(s), I hereby guaranty, and agree to be jointly and severally liable for, any or all of the Applicant(s) liability to you arising as a result of the Rental Agreement. I further expressly guaranty payment of the rent, cleaning expenses, unpaid utilities, fees, fines, exemplary or punitive damages, costs, administrative charges, including without limitation attorney’s 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 rights to the premises for the entire term of the Rental Agreement, including all extensions thereto. Additionally, I agree to have Project Management, Inc. 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 ability to handle his own tenancy, without a Guarantor. This will require the Tenant 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 as unconditional Guarantor on any Rental Agreements executed by the Applicant(s).**

**GUARANTOR’S INFORMATION**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security Number: xxx-xx\_\_\_\_\_\_**

**Birthdate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone Home:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work:\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State\_\_\_\_ Zip code\_\_\_\_\_\_\_\_\_**

**Employer’s Name & Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**