

FOR OFFICE USE ONLY:

Date Received:

Application Paid:

Application #:

Of Applications w/this Application:

Co-signer:

Approved

Denied

Western Management

1901 Broadwater Ave. #2

406-252-1309 or 406-254-2468

Fax 406-651-5555

Applicant's Name: _____

Property Address Applying For: _____

RENTING POLICIES & PROCEDURES

Once you have selected and decided on a rental you must fill out our resident application form. **There is a \$35.00 application fee per applicant (money order, check or cash), which covers the handling of your application and cost of your credit report. All individuals over the age of 18 are required to fill out an application.** There is a \$35.00 handling fee if a third party guarantee is required. These fees are **NOT REFUNDABLE**. **A photo ID will be requested at the time you submit this application for processing.**

In order for your application to be considered you must meet the following requirements:

1. **Sufficient Income.** Three times the rental amount per month also considering debt to income ratios. Income may be combined by multiple applicants. (Permanent employment of at least 4 months at the same job is preferred.)
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). **If less than 2 years, please provide additional landlords for the past 2 years.** You must provide names and telephone numbers of prior landlord(s). Previous home ownership mortgage payment history will be verified. Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).
4. **Complete Application.** This four-page application must be completed in its entirety. Failure to complete the entire application can result in a denial of the application.

We will try to process your application within 48 hours. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of Western Management. 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, a security deposit and first months rent will be taken. Rent charges will start no more than 10 days from your application approval date. Owner's property insurance does not cover personal property and/or tenant damage. **Proof of renters insurance is required at the time of the lease signing.** The security deposit maybe fully refundable at time of move-out, depending upon the condition of the unit, rent due and/or other financial obligations incurred at the time of your move-out.

You will be required to pay the first month's rent and security deposit in advance. There is a separate pet deposit and monthly pet rent. Upon submitting your application, we will require current photos of pet(s). Please be advised that only select properties allow pets and the presence of unauthorized pets is grounds for immediate termination of lease.

After signing a lease agreement with Western Management, you are liable to report to us within 48 hours with a change of phone number(s) and/or place of employment.

Applicant's initials _____

DISCLOSURE AND AUTHORIZATION

The undersigned declares that the information on this rental application is true and correct, and understands that false statements may result in rejection of this and any future applications for housing, which we manage. The undersigned does further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive 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 Western Management and/or its principal and/or the owner of any property which I am applying to occupy.

I further understand and agree that Western Management will rely upon this Rental Application as an inducement for entering into a rental agreement or lease and I warrant that the facts contained in this Application are true. If any facts prove to be untrue, Western Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from.

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 or if you default in those obligations in any way. In addition, applicant consents to the use of any consumer reports to collect any debt or obligations arising out of any rental agreement entered into as a result of this Application.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Western Management accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, though not yet signed. The starting date for my occupancy of the property will be the first day the property is 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 the date that the deposit is accepted.

Western Management welcomes all applicants and supports fair housing. We do not refuse to lease or rent any housing accommodations or property nor 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 the Property Owner and Western Management; Western Management is an exclusive agent of the Property Owner and represents the Property Owner's interest in any and all rental transactions.

PRIVACY POLICY

We value you as our client/customer and your privacy is important to us. Please read our privacy policy below.

We collect nonpublic personal information about you from various sources, including the following:

- Information we receive on applications, organizers, or by other means, such as your name, address, telephone number, social security number, dependents, income, bank information, credit report, criminal information, other tax-related data: and
- Information from tax-related documents you provide that are required to process applications or to aid in providing yearend tax information to our clients, such as forms W-9, W-2, 1099R, 1099-INT, 1099-DIV and stock transitions, etc.
- Information we receive from interviews regarding your situation

We do not disclose any nonpublic personal information about our clients or former clients to anyone, except as requested by our clients/customers or as required by law.

We restrict access to nonpublic personal information concerning you, except to employees who need access to such information in order to provide services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your nonpublic personal information.

Applicant Signature _____ Date _____ Time _____

Received by _____ Date _____ Time _____

PERSONAL INFORMATION

Applicant's Full Name _____

Have you ever used another name(s)? YES NO If yes, name(s) _____

Social Security Number _____ - _____ - _____ Current Phone # _____

E-mail Address: _____

List any other persons who will reside with you below. (Include age and relationship) _____

Do you have pets? YES NO If yes, how many & what type _____

Do you have any special needs or requirements that we need to be aware of? YES NO

Who should we contact in case of emergency? _____

Relationship _____ Phone _____ Address _____
(Street) (City, State, ZIP)

RESIDENCE HISTORY

Present Address _____
(Street) (City, State, ZIP)

How long at this address? _____ / _____ Rent/Mortgage Amount \$ _____
(Start Date-Mo. & Year) (End Date-Mo. & Year)

Present Landlord or Mortgage Holder _____

Phone # _____ Fax# _____

Reason for moving _____

Is your lease expired? YES NO If not, what is your lease expiration date? _____

Previous Address _____
(Street) (City, State, ZIP)

How long at this address? _____ / _____ Rent/Mortgage Amount \$ _____
(Start Date-Mo. & Year) (End Date-Mo. & Year)

Previous Landlord or Mortgage Holder _____

Phone # _____ Fax# _____

Reason for moving _____

Have you ever been evicted? YES NO Explain: _____

AUTOMOBILE INFORMATION

Make _____ Model _____ Year _____ Color _____ License No. /State _____

Make _____ Model _____ Year _____ Color _____ License No. /State _____

Make _____ Model _____ Year _____ Color _____ License No. /State _____

CRIMINAL HISTORY

1. Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? YES NO
2. Have you or any other intended occupant, including minors, 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 or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction? YES NO

EMPLOYMENT INFORMATION

If your employer uses an employee number or requires a fee for employment verification you the applicant will be responsible for the fee OR you may obtain the verification from your employer in writing & provide it to us.

Employed by _____ *How long?* _____
 (Start Date–Mo/Day/Yr.) (End Date–Mo/Day/Yr.)

Employers Address _____
 Phone # _____ Fax# _____
 (Street) (City, State, ZIP)

Position _____ Gross Monthly Income _____ Supervisor _____

Previously Employed by _____ *How long?* _____
 (Start Date–Mo/Day/Yr.) (End Date–Mo/Day/Yr.)

Employers Address _____
 Phone # _____ Fax# _____
 (Street) (City, State, ZIP)

Position _____ Gross Monthly Income _____ Supervisor _____

Other source of income

(Regardless of source, documentation is required.)

BANKING INFORMATION

Bank _____ Phone # _____
 Address _____ Checking Acct. # _____
 Bank Contact/Loan Officer _____ Savings Acct. # _____

Have you ever filed bankruptcy? YES NO When? _____

Are there any judgments against you? YES NO If yes, please state the specifics of the judgments and collections:

Applicant Signature

Date



APPLICANT: Please sign the LAST LINE ONLY!

_____ (Applicant) has made an application for a property managed by Western Management. It is important that we determine the applicant's employment history of meeting financial obligations. 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 the form, the applicant has consented to the release of the information we request. We request that this information should be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is greatly appreciated!

EMPLOYMENT VERIFICATION

Employment History:

1. Are you related to the applicant? _____ Y/N
2. How long has the applicant been employed with your company? _____
3. What is their monthly gross income? \$ _____
4. If paid hourly, what is the hourly rate? \$ _____
5. Is the applicant employed full time or part time? (Circle one please.)
6. How many hours per week? _____

Additional Comments are appreciated:

Information provided & verified by:

Name (please print) _____

Title _____

Signature _____ Date _____

Applicant Release

By my signature below, I hereby authorize the release of the information requested on this application to Western Management.

APPLICANT SIGNATURE _____ DATE _____



APPLICANT: Please sign the LAST LINE ONLY!

RENTAL HISTORY VERIFICATION FORM

Applicant) who resides/resided at _____ has submitted an application for a property managed by Western 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 non-financial 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 the form, the applicant has consented to the release of the information we request. We request that this information should be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is greatly appreciated!

Thank you, _____ Western Management Date _____

Rental History:

- 1. Are you related to the applicant? Y/N
2. Did the applicant have a lease? Y/N
3. If yes, what was the length of the lease?
4. What is/was the monthly rent? \$
5. Did the applicant pay on time? Y/N If paid late, how often?
6. Did you ever receive a NSF check from the applicant? Y/N
7. Did you ever begin eviction proceedings with this applicant? Y/N
8. Does the applicant still owe you money? Y/N If yes, how much?
9. Did you keep any of the applicant's security deposit? Y/N
If yes, How much & why
10. Did the applicant create any noise disturbances, disruptions or complaints? Y/N
If yes, describe
11. Did the applicant have any pets in the unit? Y/N
If yes, was there damage?
12. Did the applicant give proper notice before moving? Y/N
13. Would you rent to this applicant again? Y/N
14. Has this property had bed bugs within the last year? Y/N

Additional Comments are appreciated:

Information provided & verified by:
Name (please print) _____ Title _____
Signature _____ Date _____

Resident Release:

By my signature below, I hereby authorize the release of the information requested on this application to Western Management.

Applicant Signature _____ Date _____