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RENTAL APPLICATION

A \$10.00 NON-REFUNDABLE FEE MUST ACCOMPANY EACH APPLICATION
THIS APPLICATION IS VALID FOR 6 MONTHS UPON APPROVAL

APPLICANT NAME: _____

UNIT SIZE: _____ **PREFERRED LEASE TERM:** _____

RENTING POLICIES & PROCEDURES

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

QUALIFICATION CRITERIA

- 1) **Sufficient Income** – Applicant must make approximately three times the rental amount per month. (Permanent employment of at least 4 months at the same job is preferred).
- 2) **Verifiable Good Credit** – A credit report will be obtained for each applicant through VICTIG Credit Reporting Services. VICTIG can be contacted at 1-866-886-5644 if you have any questions regarding your credit report. REMG will not provide you with a copy of your credit report. Three active accounts in good standing are required (student loans do not apply.)
- 3) **Complete Application** - The entire 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.

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 applications submitted become the property of Real Estate Management Group. No part of the application will be returned to anyone other than the applicant.

We cannot guarantee a unit 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 application is approved. When multiple applicants are applying for the same property, all applications must first be approved. If you are undecided, or if your property of interest has been rented please be advised that your approved application is good for six months and may be used to rent any of our available properties.

Applicant Signature: _____

Date: _____

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 to secure your dwelling in your name prior to move-in. **The security deposit and first month's rent must be paid by cashier's check, money order, credit, or debit card only.** Security deposits are subject to the provisions of the Montana Code Annotated 70-25-101, et. seq. In the event that, after placing your security deposit, you choose not to move into the dwelling and complete the lease term, we will deduct damages (charges representing the actual costs involved in re-renting the dwelling) from the security deposit. Those dwelling units that allow pets require payment of an additional security deposit and monthly pet rent as specified in the individual Rental Agreements of such units.

DISCLOSURE AND AUTHORIZATION

REMG will be using the information supplied on this rental application to:

1. Verify your credit history through a national credit reporting company
2. Verify your financial information through bank statements or references
3. Verify employment information
4. Verify background information on all other information provided in this rental application that we feel pertinent to qualify you as a potential tenant for occupancy in a residence we manage.

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 representations identified herein may result in rejection, without further notice, of this and any future applications for tenancy in housing managed by Real Estate Management Group. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Real Estate Management Group, its principals, agents and employees, any information pertaining to me, including but not limited to confidential information pertaining to my credit and payment history, the opinions and recommendations of my personal and employment references, my rental history, my criminal history, my driving record, my military background, my civil listings, my educational background, and any professional licenses. I hereby waive any 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 any and all information pertaining to the statements and representations contained herein, including but not limited to release of my confidential credit report to Real Estate Management Group, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that REMG 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 Real Estate Management Group, REMG may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from. 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 Real Estate Management Group, 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 Real Estate Management Group 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 was made.

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

Real Estate Management Group welcomes all applicants and supports the precepts of equal access and "Fair Housing." Real Estate Management Group 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.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND REAL ESTATE MANAGEMENT GROUP: Real Estate Management Group 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.

I understand that I have the right to make written request within a reasonable period of time to the "Service Provider" (VICTIG) for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information for the purpose of securing housing, and I have carefully read and I understand this authorization.

Applicant Signature: _____ **Date:** _____ **Time:** _____

Received By: _____ **Date:** _____ **Time:** _____

HOW DID YOU HEAR OF REAL ESTATE MANAGEMENT GROUP?

Missoulain ___ Referral ___ Internet ___ Signage- _____ Other: _____

PERSONAL INFORMATION

Applicant's Full Name: _____ Driver's License State & #: _____

Have you ever used another name(s)? **Y / N** If yes, please note: _____

Date of Birth: _____ Social Security Number: _____ Current Phone: _____

Cell Phone #: _____ Email Address: _____

Name of nearest living relative: _____ Phone: _____ Relationship: _____

Emergency Contact: _____ Phone: _____ Relationship: _____

Current Mailing Address: _____ City: _____

State: _____ Zip: _____

Applicants Signature: _____ **Date:** _____

BANKING INFORMATION & CREDIT INFORMATION

Bank Name _____ Have you ever filed bankruptcy? **Y / N** When? _____

Are there any judgments/collections against you? **Y / N** If yes, list specifics of judgments and collections:

List any financial obligations (include student loans, credit cards, auto, or home loans, child support, etc) below:

1) _____ 2) _____ 3) _____

EMPLOYMENT INFORMATION

Employed By: _____ How Long?: _____ Yrs: _____ Mos.

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: \$ _____ Supervisor: _____

Please list any other sources of income below (financial aid, social security, loans, stocks, bonds, family assistance, etc.). *Please provide recent copies documenting each source of additional income.*

1) _____ 2) _____ 3) _____

Applicant Signature: _____

Date: _____