

Caras Property Management Co
401 S.W. Higgins
Missoula, MT 59803
Phone (406) 543-9798
Fax (406) 543-1509

Applicants Name: _____

Property Address to rent: _____

RENTING POLICIES AND PROCEDURES

Once you have selected and decided on a rental you must fill out our residential application form. There is a \$25.00 application fee for each adult, which covers the handling of your application, the cost of your credit report and that of a third party. (In the event an additional third party is requested there will be an additional charge for each additional of \$10.00.) The fee is **NOT REFUNDABLE and MUST accompany the application**. 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 (3) times the rental amount per month. Multiple applicants may combine income. Permanent employment of at least 12 weeks at the same job is preferred.
2. **Verifiable Good Credit** – Credit references listed will be contacted, so please provide telephone numbers. Credit reports may be checked with a national credit bureau.
3. **Good Previous Rental History** – We will verify rental history with your previous landlord (s). Application will not be approved if we cannot contact your prior landlord (s).
4. **Complete Application** – Complete this application in its entirety. Failure to complete the entire application may result in the denial of the application.
5. **Renters Insurance/Pets** – If renters insurance is required for the unit you are applying for or If you have a pet, you will be required to provide proof of renters insurance at the time that you sign the rental agreement. Minimum liability coverage required will be \$100,000 and CMC must be listed as an additional named insured on your policy. The policy must be renewed for the duration of your tenancy. If you have any questions please contact your insurance company for insurance rates and coverage information. If you have a pet, references, a larger deposit, proof of current vaccinations and local licensing documentation are also required before signing the lease and pet addendum. ****We do not accept aggressive breeds which may include, but is not limited to Bulldogs, Doberman pinchers, Rottweiler, and pit bulls.**

CMC reserves the right not to rent to persons who have been convicted of a crime.

A registry of Sexual and Violent Offenders is available through City and County Law Enforcement Offices as well the website <http://svor2.doj.state.mt.us:8010/index.htm>.

We will process your application within 3 to 5 business days. Incomplete or falsified application will be rejected. All application submitted become property of CMC. All rentals are on a first approved basis.

If your application is approved you will be required to pay the first month's rent and a security deposit in advance.

If your application is approved and your move-in date is not immediate, a deposit to hold the unit will be expected. **If you decide not to lease the unit the deposit will be non-refundable.** If leased as agreed this deposit will be applied towards your security deposit.

RENTAL APPLICATION:

Applicant's Full Name _____

How did you hear about us: _____

List any persons over the age of 18 whom will be residing with you or N/A _____
***they also need to fill out an application, pay application fee and be approved to live at rental

Social Security Number: ____ - ____ - ____ Date of Birth ____ - ____ - ____

Have you ever use another name(s) ____ if yes, Names(s) _____

Home Phone _____ Cell Phone _____ Work Phone _____

Email (Please print): _____

Do you have any pets? Yes or NO If yes, how many _____ what is the weight _____

What breed or type of pet? _____

Who should we contact in case of emergency? _____ Relationship _____
Phone # _____ Address _____ City _____ ST _____ Zip _____

RESIDENTIAL HISTORY:

Current Address: _____ how long at this address? ____ Years ____ Months
City _____ State ____ Zip _____ Rent \$ ____ Landlord Name _____ Landlord # _____

Past Address: _____ how long at this address? ____ Years ____ Months
City _____ State ____ Zip _____ Rent \$ ____ Landlord Name _____ Landlord # _____

Past Address: _____ how long at this address? ____ Years ____ Months
City _____ State ____ Zip _____ Rent \$ ____ Landlord Name _____ Landlord # _____

EMPLOYMENT HISTORY:

Current Employer: _____ Salary \$ _____ per year/month

Length of employment _____ Supervisor's Name _____ Phone # _____

Other income _____ (SSI, child support, ect. attach award letter and/or proof) Total \$ _____ per year/month
currently attending: U of M ____ College of Tech ____ other _____

MONTHLY EXPENSES: Credit Cards _____ Auto Loan _____ Other Debts _____
Monthly Total _____

CRIMINAL HISTORY:

1. Have you ever been convicted of or plead guilty or "no contest" to a felony (whether or not resulting in a conviction)? Yes or No If yes, what was the nature of the crime _____ ***Please provide a detailed explanation on a separate sheet of paper.
2. Have your ever been convicted of or pleaded guilty or "no contest" to a misdemeanor involving sexual misconduct (whether or not resulting in a conviction)? Yes or No if yes, what was the nature of the crime? _____ ***Please provide a detailed explanation on a separate sheet of paper.

AUTOMOBILE INFORMATION:

Make _____ VIN# _____ Year ____ Color _____ Linc# _____

I represent that the statements made above are true and accurate. I authorize the Companies, Agencies and Persons named above to provide information to Caras Property Management Co. for evaluation of this application. A Credit Bureau report will be obtained for the purpose of application evaluation. I am also aware that the Application fee is a non-refundable regardless of whether or not this application is approved.

Applicant's Signature **Contact Phone Number** **Date**

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RENTAL REFERENCE SHEET
(PLEASE FILL OUT THE TOP PORTION ONLY)

Rental Reference for: (applicant name) _____

Who resided at: _____

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Applicant's Signature **Contact Phone Number** **Date**

******* BELOW IS FOR OFFICE USE ONLY *******

Has or did the tenant give proper notice? Yes No

If on lease, was the term fulfilled? _____

Did tenant pay rent on time? _____

Would you rent to tenant again? _____

Have you ever received an NSF check from this tenant? _____

Does the tenant have any pets? (If so what type) _____

Has this pet caused any damage? _____

Have you ever begun eviction proceedings on this tenant? _____

Did you keep any of applicant's deposit? How much? _____

For what? _____

Did you receive noise complaints Etc.? Yes No

Did the applicant ever threaten the welfare, health, or safety of other residents or employees?
Yes No

Information provided and verified by: _____

Title : _____
