

RENTAL APPLICATION

Please print, initial, and sign by hand. Applications filled out electronically will not be accepted.

Email completed application and associated documents to jeff@headwatersmgmt.com

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

CHECKLIST

*OUR GOAL IS TO PROCESS YOUR APPLICATION WITHIN 72 HOURS. IN ORDER TO ACHIEVE THIS GOAL, WE CANNOT ACCEPT THIS APPLICATION UNLESS **EVERY** ITEM LISTED BELOW IS COMPLETE AND INITIALED.*

Please initial each line item below:

- _____ Read through the entire application. All sections must be completed. Applications with ANY blank sections without explanation will be considered incomplete, and will not be processed. All required supporting documents must be submitted for application to be considered complete.
- _____ Application submittal must be in a pdf format and be combined into two or less files (Rather than each page submitted separately).
- _____ Include a copy of your driver's license or valid photo ID.
- _____ Include verification of income (ie – a copy of your two most recent paystubs, letter of employment, trust fund income, financial aid, etc.). If you are self-employed please include bank statements/tax documents showing proof of income.
- _____ Include a copy of your vehicle registration.
- _____ Verifiable rental history with valid references or proof of home ownership is required. The Rental History Verification form must be signed on the bottom of the page only. This form will be filled out by your landlords from the previous 5 years.
- _____ Include pet vet records, and photo, if applicable. (Please note that not all properties allow pets)
- _____ I acknowledge that if this application is approved, I will be given a 48-hour time period to sign the lease and provide the full security deposit, along with the first month's rent. These checks must be certified funds (ie. cashier's checks, money orders, etc.). If not received within 48 hours, the property will be made available to the next approved applicant.

RENTING POLICIES AND PROCEDURES

Headwaters Property Management, LLC 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 us are rented and maintained in a manner that protects the quality of the dwellings and neighborhoods where our tenants reside. For this reason, Headwaters Property Management, LLC utilizes a thorough screening process for all applicants based on a set of objective criteria listed below.

Each person over age 18 who intends to reside in the dwelling unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$35 fee per application**, which covers the cost of processing your application, background check, and obtaining your credit report. **If you are financially supported by someone other than yourself, you will need a co-signer over the age of 18 to complete a Third Party Guarantee Form and pass a thorough credit screening. There is an additional \$35 handling fee if a Third Party Guarantee or Co-Signer is required. If you lack rental and/or credit history, additional security deposit may be required.** The Rental Application and Third Party Guarantee Fees must be paid prior to review of the Rental Application. **The Rental Application and Third Party Guarantee fees are non-refundable.**

QUALIFICATION CRITERIA

1. **Sufficient Income** – Applicant must make approximately three times the rental amount per month. Income may be combined by multiple applicants. Permanent employment of at least four months at the same job is preferred. In the event of an applicant having a new job offer that has been accepted, an offer letter from the employer must be provided.
2. **Debt to Income Ratio** – Applicant must have a debt to income ratio that will reasonably allow for the rent and utility payments to fit within the monthly budget.
2. **Verifiable GOOD Credit** – A credit report will be obtained for each applicant. Three active accounts in good standing are required. Co-Signers/Third Party Guarantors will be required to have VERY GOOD credit.
3. **Good Previous Rental History** – Headwaters Property Management, LLC will make a reasonable attempt to contact previous landlords and/or mortgage holders submitted by applicant, however, the ultimate responsibility for supplying this information lies with the applicant. Headwaters Property Management, LLC reserves the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application** – The entire application must be completed. Failure to complete the entire application and provide associated documents will delay processing or result in denial of the application. Complete applications will be processed in the order in which they are 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 Headwaters Property Management, LLC.

We cannot guarantee a unit you have seen to be available by the time your application is processed.

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 the unit prior to move-in. Security deposits are subject to the provisions of the Montana Code Annotated Title 70 Chapter 25. In the event that, after signing the lease and placing your security deposit and first month's rent, you choose not to move into

the dwelling and complete the lease term, we will deduct charges representing the early termination fee, rent and utilities until a new tenant is found, advertising, and other costs involved in re-renting from the security deposit.

Properties that allow pets require payment of an additional security deposit and monthly pet rent as specified in the Rental Agreement. Please be aware that only select properties allow pets and the presence of unauthorized pets on the premises will result in lease violation fees and/or immediate termination of the lease under the Rental Agreement.

NOTE: Headwaters Property Management, LLC does not allow waterbeds or large aquariums at any property.

DISCLOSURE AND AUTHORIZATION

Headwaters Property Management, LLC will be using the information supplied on this rental application to:

1. Verify your credit history through a national credit reporting agency.
2. Verify previous rental history through previous landlords/property managers.
3. Verify financial information through bank statements and proof of income.
4. Verify employment information.
5. 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 Headwaters Property Management, LLC. The undersigned specifically authorizes and directs any and all persons or entities name by Applicant herein to receive, provide, and exchange with Headwaters Property Management, LLC, it's 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 the release of my confidential credit report to Headwaters Property Management, LLC, it's principals, and/or the owners of any property which I am applying to occupy. I further understand and agree that Headwaters Property Management, LLC will rely on 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 Headwaters Property Management, LLC, they 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 Guarantee 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 or lease with Headwaters Property Management, LLC, 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, financial, and employment information within 48 hours.

I understand that Headwaters Property Management, LLC reserves the right 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 Headwaters Property Management, LLC 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. I agree that the lease agreement shall be in full force and effect from the time my deposit is accepted, even if the initial occupancy date is after the date the deposit is accepted.

Headwaters Property Management, LLC welcomes all applicants and supports the precepts of equal access and fair housing. Headwaters Property Management, LLC will not refuse access to any housing, accommodation, or other interest in the 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 HEADWATERS PROPERTY MANAGEMENT, LLC: Headwaters Property Management, LLC is the sole and exclusive agent of the owners 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 a 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 understand this authorization.

Applicant Signature: _____ Date: _____

Received By: _____ Date: _____

PERSONAL INFORMATION

Applicant's Full Name: _____

Driver's License State and Number: _____

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

Date of Birth: _____ Social Security Number: _____

Current Phone: _____ Cell Phone: _____

Email Address: _____

Please list any other persons, including minors, who will reside with you. Please include age and relationship: _____

NOTE: The occupancy standard is no more than two (2) people per bedroom.

Do any of the people who will be residing in this unit smoke? **Y/N**

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

If yes, please describe: _____

Nearest Living Relative: _____ Phone: _____

Emergency Contact: _____ Phone: _____

Address: _____

Relationship: _____

PETS

Pet friendly properties are subject to additional monthly pet rent and security deposit. A separate pet agreement must be completed at signing.

Do you have pets? **Y/N** If yes, how many: _____ Type(s) _____

Breed(s) _____ Age(s) _____ Weight(s) _____

Gender(s) _____ Name(s) _____

Spayed/Neutered? **Y/N**

Veterinarian (Name, Address, Phone): _____

RESIDENCE HISTORY

Please fill out for the last 5 years minimum

Present Address: _____ From: _____ To: _____
City, State, Zip: _____ Rent/Mort. Amount: \$ _____
Present Landlord/Mortgage Holder: _____
Email Address: _____ Phone: _____
Reason For Moving: _____

Past Address: _____ From: _____ To: _____
City, State, Zip: _____ Rent/Mort. Amount: \$ _____
Past Landlord/Mortgage Holder: _____
Email Address: _____ Phone: _____
Reason For Moving: _____

Past Address: _____ From: _____ To: _____
City, State, Zip: _____ Rent/Mort. Amount: \$ _____
Past Landlord/Mortgage Holder: _____
Email Address: _____ Phone: _____
Reason For Moving: _____

Have you ever been the subject of an eviction proceeding or settlement, whether or not a suit was actually filed? **Y/N** If yes, please explain: _____

AUTOMOBILE INFORMATION

Please provide a copy of your registration for each vehicle.

Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____
Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____
Make: _____ Model: _____ Year: _____ Color: _____ Plate #: _____

BANKING AND CREDIT INFORMATION

Bank Name and Phone: _____

Have you ever filed for bankruptcy? **Y/N** If yes, when: _____

Do you have a savings account/emergency fund? **Y/N** If yes, list amount: _____

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

If yes, please list specifics of judgments and collection

FINANCIAL OBLIGATIONS

Credit Cards - Balance	\$ _____	Credit Card Monthly Payments	\$ _____
Student Loan Balance	\$ _____	Student Loan Monthly Payment	\$ _____
Auto Loan # 1 Balance	\$ _____	Auto Loan # 1 Monthly Payment	\$ _____
Auto Loan # 2 Balance	\$ _____	Auto Loan # 2 Monthly Payment	\$ _____
Auto Loan # 3 Balance	\$ _____	Auto Loan # 3 Monthly Payment	\$ _____
Home Loan Balance	\$ _____	Home Loan Monthly Payment	\$ _____
Other _____	\$ _____	Other _____	\$ _____
Other _____	\$ _____	Other _____	\$ _____
Other _____	\$ _____	Other _____	\$ _____
Other _____	\$ _____	Child Support Monthly Payment	\$ _____
Total Debt	\$ _____	Total Monthly Payments	\$ _____

EMPLOYMENT INFORMATION

Employed By: _____ From: _____ To: _____

Address: _____ Phone: _____

Position: _____ Monthly Income: \$ _____

Supervisor Name and Email Address: _____

Previously Employed By: _____ From: _____ To: _____

Address: _____ Phone: _____

Position: _____ Monthly Income: \$ _____

Supervisor Name and Email Address: _____

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

CRIMINAL HISTORY

Additional criminal background checks (and associated fees) will be required if Y is circled regarding any of the questions below.

1. Have you or any other intended occupant, including minors, ever been charged (whether or not it resulted in a conviction), convicted, or pled guilty or “no contest” to a felony? **Y/N**

2. Have you or any other intended occupant, including minors, ever been convicted of or pled guilty or “no contest” to a misdemeanor involving sexual misconduct, member assault, the manufacturing of drugs, criminal mischief, or any other act involving the destruction of property whether or not it resulted in a conviction? **Y/N**

3. Are you or any other intended occupant, including minors, required to register as a Violent or Sex Offender in any jurisdiction? **Y/N**

RENTER’S INSURANCE

Headwaters Property Management, LLC requires all of our tenants to obtain renter’s insurance. You will be required to provide proof of renter’s insurance prior to receiving keys to the property. **Minimum liability coverage required will be \$300,000 and Headwaters Property Management, LLC must be listed as an additional interest on your policy or proof of insurance premium payment in full for the entire lease term.** The policy must be maintained for the entire tenancy. If you have questions, please contact an insurance company for rates and coverage information. Tenants should be aware that their personal property is not covered by the Owner’s insurance policy. Tenants are responsible for obtaining insurance for their personal property if they want to be covered in the event of fire, theft, water damage, or other types of loss. Renter’s insurance is a benefit to renters because it covers personal property whether that property is damaged or stolen in the tenant’s own dwelling unit or in another location. In addition to coverage for their personal property, a renter’s policy also provides liability coverage. Renters insurance covers the tenant’s liability up to a set limit, as long as the tenant did not intentionally cause the loss. It may also cover legal defense expenses and the renter’s liability outside the home.

Applicant Signature: _____

Date: _____

RENTAL HISTORY VERIFICATION FORM

Applicant Name: _____

The listed Applicant has submitted an application for a property managed by Headwaters Property Management, LLC. It is important that we determine the applicant's past rental history and their ability to meet financial obligations. We also need to determine whether the applicant has a record of lease violations or eviction notices. The information that we 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 this form, the applicant has consented to the release of the information we request. We request that this information be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.

Rental Address: _____ Monthly Rent: _____

RENTAL HISTORY QUESTIONS FOR PREVIOUS LANDLORD

1. Is the address/rent amount provided correct? Y/N

2. When did the applicant live at the property?

Move-In Date: _____ Move-Out Date: _____

3. Was a notice ever served to this applicant for non-payment or other rule violations? Y/N

Reason: _____

4. Has the applicant ever been late for a rent payment? Y/N

5. Have any rent payments from the applicant ever failed due to insufficient funds? Y/N

6. Are there any outstanding amounts owed by this applicant due to delinquent rent, utilities, or damage to unit? Y/N

Details/Amount owed: _____

7. Would you rent to this applicant again? Y/N

Reason: _____

Information Provided and Verified by:

Name: _____ Signature: _____ Date: _____

RESIDENT RELEASE: By my signature below, I hereby authorize the release of the information requested on this form to Headwaters Property Management, LLC.

APPLICANT SIGNATURE: _____ **DATE:** _____