

Prospective Tenant Rental Application

Application must be clearly filled out and submitted back to the Manager. Applications will be processed in a timely manner and applicant will be notified of application status.

A photo I.D. (Driver's License or State issued I.D.) copy must be provided with your application as well as all supporting documents listed on page 7.

Meticulous Management LLC supports Fair Housing, ADA (American Disabilities Act) and Human Resource Council. We do not discriminate against a person because of marital status, sex, race, religion, age, familial status, color, and national origin.

Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy.

Applications are accepted and approved based on the following criteria:

1. Sufficient Income – approximately three times the monthly rental amount is a minimum requirement. Income may be combined by multiply Applicants for the same Dwelling Unit.
2. Permanent employment with a minimum of six months on the job is required.
3. Verifiable “good credit” – Confirmation of credit references as well as a Credit Bureau report will be obtained. A history of delinquencies and /or collection may require a Co-Signer. Minimum credit score to be considered “good credit” is a credit score of 680. If lower a Co-Signer will be required.
4. Previous Rental History – at least 2 years of rental history is required in which you needed to be in good standing with previous Landlord(s) and rental history review of late rent payments, notices for noise disturbance, unauthorized pets, or tenants etc.... it is important to provide accurate names and phone numbers to contact Landlord(s).
5. Applicants with Felonies will be automatically declined – no exceptions.

Applications requires a \$30 non-refundable application fee at the time of submitting your application.

Applications fees are payable by cash, check or money order.

Payable to Meticulous Management LLC.

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Applications become the property of Manager. Should the applicant decide not to rent the rental unit once the application is approved, the applications will remain the property of the Manager.

Rental properties are leased based on application approval status, so it is important to accurately complete your applications. Manager cannot guarantee a rental unit you have applied for or were shown while your application is being process will available when your application screening is completed. A security Deposit will not be accepted until the application is approved. When multiply applicants are applying for the same property, all applications must first be approved. If you are undecided or if the property you were interested in has been rented, please be advised that your approved application is good for six months and may be used to rent any our vacant properties.

Incomplete or falsified applications will be denied.

Renters Insurance: Management required all of our Tenants obtain Renter's Insurance. You will be required to provide proof of Renter's Insurance at the time that you sign your Residential Lease Rental Agreement. Minimum liability coverage required will be \$100,000 and Meticulous Management must be listed as an additional insured on your policy. The policy must be maintained for the entire tenancy.

Note: Occupancy Standard is no more than two people per bedroom.

Manager does not allow waterbeds or aquariums at any property.

First month's rent and full security deposit must be paid in guaranteed funds – cash, cashier's check, or money order.

Security deposit must be paid when application is approved, and you accept Managers offer of occupancy. 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 charges representing the actual cost involved in re-renting the dwelling from the security deposit.

Manage is available to answer any questions regarding the application process, Residential Lease Rental Agreement, or other pertinent information regarding the rental application approval process. Manager wants to make sure that you understand what you are reading and signing. If not, please ask!

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Do any of the people who will be residing in the dwelling unit smoke? **YES** **NO**

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

If yes, please describe: _____

Do you own any of the following items? Please check all items that you own and frequently use:

_____ Vacuum Cleaner _____ Hose & Sprinklers _____ Lawn Mower _____ Mop
_____ Broom _____ Snow Shovel _____ Rake Other: _____

Personal Information:

Applicant's Full Legal Name: _____

Have you ever used another name(s)? _____

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

Valid Photo I.D. #/State _____

Current Phone Number (s): _____

Email Address: _____

Cannot be an employment email address, University or School Email address

List any other persons who will reside with you; include age and relationship to you:

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Pets: YES NO

Properties that will allow a pet are subject to adjustment of the security deposit required. Some properties also may include a requirement of monthly pet rent that will be added to the monthly rental amount due. If you have a pet, you need to complete a Pet Profile Application.

If you have a Service Animal or approved Assistance Animal, please complete the Pet Profile even though your animal is not considered a "pet," this way we have the animal's information on file.

****Supporting documentation will be required for Assistance Animals to be submitted with the application- Request for Reasonable Accommodation Form****

Criminal History:

1. Have you or any other intended occupant including minors, ever been charged (whether or not resulting in a conviction) or convicted or pleaded guilty or "no contest" to a Felony. **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 or the manufacturing of drugs 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**

Residence History – Current Residence:

Present Address: _____ City _____ State _____ Zip _____

Move in Date: _____ Move Out Date: _____ Expiration Date: _____

Monthly Rental/Mortgage Amount: \$_____ Included in rent? Power Heat Water

Present Landlord/Mortgage Holder: _____

Telephone #: _ (____) _____ Number of roommates you lived with: _____

Did you have a Pet (s)? _____ Reason for Leaving? _____

Did you give your Landlord 30 Day Notice? YES NO - When? _____

Did you/Do you expect to get your full unit security deposit returned? YES NO

If no, explain deductions: _____

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Residence History – Previous Residence:

Previous Address: _____ City _____ State _____ Zip _____

Move in Date: _____ Move Out Date: _____

Monthly Rental/Mortgage Amount: \$ _____ Included in rent? Power Heat Water

Previous Landlord/Mortgage Holder: _____

Telephone #: _ (____) _____ Number of roommates you lived with: _____

Did you have a Pet (s)? _____ Reason for Leaving? _____

Did you give your Landlord 30 Day Notice? YES NO - When? _____

Did you get your full unit security deposit returned? YES NO

If no, explain deductions: _____

Have you ever been the subject of an eviction processing or settlement whether or not a suite was actually filed? YES NO

Employment Information:

Employer: _____ Hire Date: _____

Employer Phone: (____) _____ Job Title/Position: _____

Monthly “take home” Income (net pay) \$ _____ Supervisor: _____

Is this job: Full- Time Part- Time Seasonal

Comments: _____

Employer: _____ Hire Date: _____

Employer Phone: (____) _____ Job Title/Position: _____

Monthly “take home” Income (net pay) \$ _____ Supervisor: _____

Is this job: Full- Time Part- Time Seasonal

Comments: _____

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Bank Information & Credit Information:

Bank _____ Type of Accounts: Checking Savings

Bankruptcy? YES NO, When? _____ Are there any judgments against you? YES NO

List all financial obligations (including student loans, credit cards, auto loans, home loans, child support, Insurance, family loans, etc.)

1. _____ \$ _____ / Monthly payment
2. _____ \$ _____ / Monthly payment
3. _____ \$ _____ / Monthly payment
4. _____ \$ _____ / Monthly payment
5. _____ \$ _____ / Monthly payment
6. _____ \$ _____ / Monthly payment
7. _____ \$ _____ / Monthly payment
8. _____ \$ _____ / Monthly payment

Additional Comments: _____

Automobile Information:

Make: _____ Model: _____ Year: _____ Color: _____

Vin# _____ State of Plate and Plate ID # _____

Make: _____ Model: _____ Year: _____ Color: _____

Vin# _____ State of Plate and Plate ID # _____

Trailer:

Make: _____ Model: _____ Year: _____ Color: _____

Vin# _____ State of Plate and Plate ID # _____

Boat:

Make: _____ Model: _____ Year: _____ Color: _____

Vin# _____ State of Plate and Plate ID # _____

Note: A current copy of your vehicle registration for each vehicle located at residence will be requires if application is approved*

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Applicant Emergency Contact:

Name: _____ Relation to Application: _____

Mailing Address: _____

Contact Phone Number: (_____) _____

I, Applicant further understand and agree that Management will reply upon this rental application as an inducement for entering into a rental agreement 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 Management, the Manager may terminate my tenancy immediately and collect from me any damages, incurred including reasonable attorney fee's resulting there from. The rental application Third Party Guaranty are an integral part of the rental agreement with Manager, 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.

Applicants Signature: _____ **Date:** _____

Applicant Printed Name: _____

Thank you for the opportunity to assist you with your rental needs we value you as a customer and we look forward to working with you during this application process.

Meticulous Management LLC

Application checklist - Please make sure to assist Management with processing you completed all the required information and documents.

_____ Current Bank Statement/Income Verification Documents _____ Application Fee

_____ Copy of Photo I.D. _____ Pet Application _____ Sign off Authorization (page 8)

_____ Co- signer/ Third Party Guarantor Application _____ Co-Signer Application Fee

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Application Authorization and Consent for Release of Information

This release and authorization acknowledges that Meticulous Management LLC, may now, or any time while I am renting, conduct a verification of my current and previous Tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant requirements. The results of this verification process will be used to determine Tenant eligibility under Meticulous Management LLC, tenant policies.

I authorize you or any third-party vendor and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative Meticulous Management LLC.

I have read and understand this release and consent, and I authorize the background verification.

I authorize persons, schools, current and former employers, current and former Landlords and other organizations and agencies to provide Meticulous Management LLC all information that may be requested. I hereby release all of the persons and agencies provided such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____ (Print Clearly)

Applicants Date of Birth: _____