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High Street Properties
333 Haggerty Lane, #6
Bozeman, MT 59715
Phone: (406) 522-0077
Fax: (406)582-4527

Rental Application

APPLICANT NAME: _____
ADDRESS APPLYING FOR: _____

RENTING POLICIES & PROCEDURES

Once you have selected and decided on a rental you must fill out our application form. There is a **\$10.00 APPLICATION FEE**, which covers the handling of your application. We might ask you to pay extra for a credit report if needed. If you are approved for an apartment you have to pay a **10% Administrative/Move-In Fee** which equals 10% of the first full months rent.

If someone financially supports you other than yourself or if you have poor/no credit, you will need to fill out a third party guarantee. There is a \$10.00 handling fee for the third party guarantee. These **FEES ARE NOT REFUNDABLE** and are due when the application is submitted. A photo ID will be required 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. 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 check with a national credit bureau.
3. **Good Previous Rental History:** - We will verify rental history with your two previous landlord(s). Application will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).
4. **Complete Application:** - This five-page application must be completed in it's entirety. Failure to complete the entire application can result in a denial of the application.

We will try to process your application within 24hrs. Applications will not be pre-screened. Incomplete or falsified applications will be rejected. All applications submitted become the property of High Street Properties, Inc. And are fully confidential.

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 first approval basis.

If your application is approved and your move-in date is not immediately, a security deposit and first months rent will be taken in advance. **THE SECURITY DEPOSIT & FIRST MONTHS RENT MUST BE IN THE FORM OF A CASHIERS CHECK OR MONEY ORDER.** The security deposit is fully refundable at the 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. A larger security deposit & a monthly pet rent will be required for pets.

High Street Properties has adopted the practices of "Fair Housing and Equal Opportunity" and will not discriminate on the basis of creed or religion, age, sex, national origin or color, physical or mental handicap, political belief or marital status. The selection process for filling vacancies is based solely on information obtained in this application. High Street Properties and its employees will not be held liable or responsible for any unfair dealing with any landlord or property owner that they may be referred to through this agency.

Disclosure & Authorization

I, _____, the undersigned, declare that the information on this rental application is true and correct, and understand that false statements may result in rejection of this and any future applications for housing, which High Street Properties manages. I, the undersigned further understand that all persons or firms named may freely give any requested information concerning me and I hereby waive all right to act in 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 High Street Properties, Inc. And/or it's principal and/or the owner of any property which I am applying to occupy.

Beginning at the time that I render a deposit for a property which I intend to lease, and High Street 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.

I further understand and agree that High Street Properties 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 High Street 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 obligation or if you default in those obligation in any way.

High Street Properties 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 High Street Properties: High Street Properties, is an exclusive agent for the Property Owner and represents the Property Owner's interest in any and all rental transactions.

Applicants Signature _____

Date _____

Received by _____

Date _____

PERSONAL INFORMATION

Applicants Full Name _____

Have you ever used another name(s) _____ If yes, name(s) _____

Social Security # _____ - _____ - _____ DOB: _____

Current Phone # _____ Email Address _____

List any & all persons who will reside with you below

1. Name _____ Age _____ Relationship _____

2. Name _____ Age _____ Relationship _____

3. Name _____ Age _____ Relationship _____

Will you be attending MSU? _____

Do you have pets? _____ If yes, how many, what type & age? _____

Do any of the people who will be residing in this unit smoke? _____

Do you have any special needs or requirements that we need to be aware of? _____

If yes, please describe _____

Name & Relationship of nearest living relative _____ Phone _____

Who should we contact in case of an emergency? _____

Relationship _____ Phone _____ Address _____

RESIDENCE HISTORY:

Present Address _____ How long at this address _____

City _____ State _____ Zip _____ Rent/ Mortgage _____

Present Landlord or Mortgage Holder: _____ Phone: _____

Is your lease expired? _____ If not, when is your expiration date? _____

Reason for moving _____

Previous Address _____ How long at this address? _____

City _____ State _____ Zip _____ Rent/ Mortgage \$ _____

Previous Landlord or Mortgage Holder _____ Phone: _____

Reason for moving _____

Criminal History

- 1. Have you 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 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 _____

EMPLOYMENT INFORMATION:

Employed by _____ How long? _____ Yrs. _____ Mos. _____

Employers Address _____ Telephone _____

Position _____ Monthly Income \$ _____ Supervisor _____

Previously Employed by _____ How long? _____ Yrs. _____ Mos. _____

Employers Address _____ Telephone _____

Position _____ Monthly Income \$ _____ Supervisor _____

Other sources of income (include financial aid, social security, loans, mutual funds, stocks, bonds, etc.)

- 1. _____ 2. _____
- 3. _____ 4. _____

BANKING & CREDIT INFORMATION:

Bank _____ Phone # _____

Address _____ Checking Acct# _____

Bank Contact/Loan Officer _____ Savings Acct # _____

Have you ever filed bankruptcy? _____ When? _____ Are there any judgements against you? _____

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

- 1. _____ \$ _____ /Month
- 2. _____ \$ _____ /Month
- 3. _____ \$ _____ /Month
- 4. _____ \$ _____ /Month

AUTOMOBILE INFORMATION:

Make _____ Year _____ Color _____ Plate No/State _____

Make _____ Year _____ Color _____ Plate No/State _____

Applicant Signature _____ **Date** _____

For Office Use Only
Please sign bottom

High Street Properties Inc.
333 Haggerty Lane, Suite #6
Bozeman, MT 59715
(406) 522-0077

RENTAL HISTORY VERIFICATION FORM

_____ (Applicant) has made an application for a property managed by High Street Properties. It is important that we determine the applicant's past rental history of meeting financial obligation. We also need to determine whether the applicant has a record of non-financial lease violation or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluation 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 hrs so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.

Thank you,

_____ High Street Properties, Inc. Date _____ Tenants Past Address _____

Rental Payment Information:

- 1. Is the applicant currently living in your community? Y/N
- 2. Are you related to the applicant? Y/N
- 3. Did the applicant have a lease? Y/N
- 4. Date applicant had a lease? _____

to _____

- 5. What is/was the monthly rent? \$ _____
- 6. Did the applicant pay on time? Y/N
- 7. If applicant paid late, how many dates late? _____ How often? _____
- 8. Did you ever begin eviction proceedings against the applicant? Y/N
- 9. Does the applicant still owe you money? Y/N

General Questions:

- 1. Did the applicant keep the apartment clean? Y/N
- 2. Did you keep any of the applicants security deposit? Y/N
- 3. Did the applicant ever threaten the welfare, health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities? Y/N
- 4. Did the applicant ever create any noise disturbances or disruptions? Y/N
- 5. Did the applicant ever have anyone other than those named on the lease living in the apartment? Y/N
- 6. Did the applicant ever have any pets in the apartment? Y/N
If so, were they authorized? Y/N
- 7. Did the applicant give you proper notice before moving? Y/N
- 8. Did you ever give the applicant a termination Notice? Y/N
- 9. Would you rent to this applicant again? Y/N

Why or why Not? _____

Information provided & verified by: _____ Company: _____
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 High Street Properties.

APPLICANT SIGNATURE: _____ **DATE:** _____

**3RD PARTY GAURANTEE/CO-SIGNER AGREEMENT
(ADDENDUM TO THE RENTAL AGGREEMENT)**

This agreement is attached to and forms a part of the Rental Agreement between High Street Properties,
and _____
Occupying tenant

My name is _____ I have no intention of occupying the dwelling
co-signer
being applied for, or referred to in the Rental Agreement.

I have read the Rental Agreement, and I promise to guarantee the Tenants' compliance with the financial obligations of this agreement.

I understand that I may be required to pay for rent, cleaning charges, or damage assessments in such amounts as are incurred by the Tenants under the terms of this agreement if, and only, if the tenants themselves fail to pay.

I also understand that this co-signer agreement will remain in force throughout the entire term of the tenants tenancy, even if their tenancy is extended and/or changed in terms.

Co-Signer name and address: _____

Phone #: _____

Co-Signer Signature

Manager (High Street Properties)