

## RESIDENTIAL RENTAL APPLICATION POLICIES & PROCEDURES

**\*Please read carefully before completing rental application.**

**\*The attached form is an application to lease a residence. IT IS NOT A LEASE OR RENTAL AGREEMENT. Applications are not approved on a first come-first serve basis. Each application is reviewed and a decision will be made based on the property and its requirements.**

**\*\$30.00 Non- refundable application fee must accompany each application**

**(Applications will not be processed until completed, signed and accompanied by the application fee.)**

1. **Each applicant** over the age of 18 must complete, sign and date an application, regardless of familial/marital status or relationship to any other applicant. Submitted applications become the property of Millennium Real Estate & Management, LLC and will remain on file for 6 months
2. **Qualifications** for application approval are based on:
  - Sufficient Income – Employment or other source of verifiable income showing ability to pay the monthly rent, utilities, and other living expenses
  - Verifiable Credit – Credit is verified by a national credit bureau
  - Criminal Background Check - Millennium Real Estate & Management, LLC reserves the right to decline persons who have been convicted of a crime. Applicants who list a felony need to provide a written statement regarding the felony. (A registry of Sexual and Violent Offenders is available through City and County Law Enforcement Offices)
  - Good Rental History – Inability to verify previous/current landlords may result in denial of the application
  - Complete Application – Applications may be denied if not entirely complete or signed

\*If any of the above requirements are not met, a co-signer or larger security deposit may be required.
3. **Processing** applications generally takes 24-48 hours. However processing may take longer if the application is incomplete. Processing time may be reduced if you include written income verification and/or a written reference from your landlord. Millennium Real Estate & Management, LLC cannot guarantee that the property you have applied for will still be available by the time your application is processed.
4. **Once an application is approved** the applicant must pay the first month's rent/prorated rent, security deposit and any other necessary requested funds. This application will become an integral component of the Rental Agreement.
5. **Should you require a reasonable accommodation** or modification, please ask for assistance from a leasing agent. Missoula Property Management, LLC strictly adheres to all Fair Housing Laws.
6. **Applicable residence rules and regulations and a sample lease are available for your review upon request.** You should thoroughly understand them before making an application to rent from us. In addition, you will receive executed copies of your Rental Agreement at lease signing with Millennium Real Estate & Management, LLC.

*I, the undersigned, certify that the information given herein is true and complete to the best of my knowledge. I have read and understand all of the application policies and procedures. I consent to the investigation of all statements contained in this application. I authorize Millennium Real Estate & Management, LLC to contact any persons, agencies, employers or corporations necessary to verify information at any time. All persons and firms may freely release any information including, but not limited to credit reports, criminal investigations, employment and income verification, rental history and personal references. I declare that I am legally able to sign a contract in the State of Montana and understand that Millennium Real Estate & Management, LLC may terminate any Rental Agreement entered into for any misrepresentations made above.*

**MILLENNIUM REAL ESTATE & MANAGEMENT**  
**1205 S. Higgins, Missoula MT 59801**  
**406.541.6468 (406.541.6469 FAX)**  
**Rental Application**

**Address Applying for** \_\_\_\_\_  
 A \$30.00 non-refundable application fee is required for investigation.

Instructions: Completely fill out each blank and sign where indicated.

**PERSONAL**

APPLICANT \_\_\_\_\_  
 BIRTH DATE: \_\_\_\_\_ SS# \_\_\_\_\_ DRIVERS LICENSE State Issued by \_\_\_\_\_ # \_\_\_\_\_  
 EMAIL ADDRESS: \_\_\_\_\_ Is this your preferred contact method? \_\_\_\_\_  
 CO-APPLICANT \_\_\_\_\_  
 BIRTH DATE: \_\_\_\_\_ SS# \_\_\_\_\_ DRIVERS LICENSE State Issued by \_\_\_\_\_ # \_\_\_\_\_

**ADDRESSES**

Present Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_\_ Rent/ Month \_\_\_\_\_ Present Phone (\_\_\_\_) \_\_\_\_\_  
 Present Landlord \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Landlord Phone (\_\_\_\_) \_\_\_\_\_  
 Is present rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_\_ Rent/ Month \_\_\_\_\_ Present Phone (\_\_\_\_) \_\_\_\_\_  
 Previous Landlord \_\_\_\_\_ Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Landlord Phone (\_\_\_\_) \_\_\_\_\_  
 Was rent up to date?  Yes  No Had you given notice?  Yes  No Had you been asked to leave?  Yes  No

Next Previous Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Since \_\_\_\_\_ Rent/ Month \_\_\_\_\_ Present Phone (\_\_\_\_) \_\_\_\_\_  
 Next Previous \_\_\_\_\_ City \_\_\_\_\_ Landlord \_\_\_\_\_  
 Was rent up to date?  Yes  No Have you given notice?  Yes  No Have you been asked to leave?  Yes  No

**OCCUPANTS**

Number to occupy \_\_\_\_\_

NAME	RELATIONSHIP	BIRTH DATE

**PETS:**  Yes  No If yes, give details (number, type & size)

**CARS**

Make/Model/color #1 \_\_\_\_\_ State \_\_\_\_\_ License Plate #1 \_\_\_\_\_ Lien Holder #1 \_\_\_\_\_  
 Make/Model/color #2 \_\_\_\_\_ State \_\_\_\_\_ License Plate #2 \_\_\_\_\_ Lien Holder #2 \_\_\_\_\_

**EMPLOYMENT**

EMPLOYER \_\_\_\_\_ Since \_\_\_\_\_ EMPLOYER \_\_\_\_\_ PREVIOUS Since \_\_\_\_\_  
 Street/City \_\_\_\_\_ Street/City \_\_\_\_\_  
 What do you do? \_\_\_\_\_ What did you do? \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Wrk Hrs. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Supervisor \_\_\_\_\_ Wrk Hrs. \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**INCOME**

Current Income \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_  
Current Income \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_  
Current Income \$ \_\_\_\_\_ Weekly/Biweekly/Monthly/Yearly Source \_\_\_\_\_

**REFERENCE**

Relative \_\_\_\_\_ Relation \_\_\_\_\_ Non-Relative  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Reference \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Address \_\_\_\_\_  
Non-Relative \_\_\_\_\_ Emergency  
Reference \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**CREDIT ACCOUNTS**

Current (open) include Credit Card(s) CREDITORS NAME	ADDRESS	PAYMENT	CURRENT
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

Explain any "YES" answers on back with names and details.  
Has any signer ever been sued for bills?  Yes  No Has any signer ever been evicted?  Yes  No  
Has any signer ever been filed for bankruptcy?  Yes  No Has any signer ever been convicted of a felony?  Yes  No  
Has any signer ever broken a lease?  Yes  No Is the total move-in amount available now (rent and deposit)?  Yes  No  
Name in which utilities are now billed and account number \_\_\_\_\_ # \_\_\_\_\_

Applicant authorizes the owner to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant.

All the information is true, accurate and complete to the best of applicant's knowledge. Owner reserves the right to disqualify tenant if information is not as represented.

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

X \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICANT  
X \_\_\_\_\_ DATE \_\_\_\_\_  
APPLICANT

**DO NOT WRITE BELOW THIS LINE  
THIS SECTION TO BE COMPLETED BY INTERVIEWER**

Credit Report: (Favorable/Unfavorable) By: \_\_\_\_\_

Other Comments: \_\_\_\_\_

Deposit: \_\_\_\_\_ Option \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Unit Applied For: \_\_\_\_\_

Terms of Lease \_\_\_\_\_ Months \_\_\_\_\_

Move-in Date \_\_\_\_\_ Lease Expires \_\_\_\_\_ Num. Keys \_\_\_\_\_

Total Number of Occupants \_\_\_\_\_

Separate Pet Deposit \_\_\_\_\_

Utilities to be paid by tenants Gas  Electric  Water

If you have a question about the interpretation or legality of this form please consult an attorney or other qualified person.

Millennium Real Estate & Management, LLC  
PO Box 17813  
Missoula, MT 59802  
Office: 406/541-6468  
Fax: 406/541-6469

## Tenant History Request-Current Landlord

Applicant Name \_\_\_\_\_  
Applicant Name \_\_\_\_\_

Current Address \_\_\_\_\_

Present landlord \_\_\_\_\_ Office phone \_\_\_\_\_  
Fax \_\_\_\_\_

*I hereby grant permission for release of information from any present and previous landlords, or anyone providing information necessary to process the application.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## Tenant History Request-Previous Landlord

Applicant Name \_\_\_\_\_  
Applicant Name \_\_\_\_\_

Previous Address \_\_\_\_\_

Previous landlord \_\_\_\_\_ Office phone \_\_\_\_\_  
Fax \_\_\_\_\_

*I hereby grant permission for release of information from any present and previous landlords, or anyone providing information necessary to process the application.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_