

GARDEN CITY PROPERTY MANAGEMENT

422 MADISON MISSOULA, MT 59802 ☐ (406) 549-6106 ☐ FAX (406)549-6107

Complete entire application: The application must be completed in its entirety, including addresses, social security, and phone numbers, to avoid processing delays or denial of the application. Each applicant 18 or older must submit an application regardless of marital/familial status or relationship to any other applicant for tenancy. All applications submitted become the property of Garden City Property Management. We comply with the HUD Standard of no more than two people per bedroom.

Application Criteria: In order for an applicant to be considered for tenancy, the applicant must meet the following criteria. If any of the following requirements are not met, a cosigner may be considered.

- **Two years verifiably good rental history**
- **Good credit, free of collections accounts, delinquencies, or late payments/charge-offs**
- **Sufficient income to afford rent payments, utilities, and modest living expenses**
- **Background free of felony charges, particularly violent, sexual, or drug offenses.**

Credit reports are check with a national credit bureau. Criminal history will be checked using local and national databases. Applicants who list a felony need to provide a written statement regarding the felony. We reserve the right not to rent to persons who have been convicted of a crime.

In order to process your application, please provide the following items:

- **Proof of Income** (two most recent paystubs, employment letter, statement of benefits, bank statements, or the front page of your most recent tax return)
- **Copy of photo ID** (drivers license, passport, military or tribal ID)

Garden City Property Management makes every effort to contact previous landlords, employers or other references within 48 hours. *Applicants are encouraged to check on the status of their application.*

Application Fee: There is a \$40.00 application fee. If you are financially supported by someone other than yourself, or do not fully meet all of our criteria, a cosign agreement or double deposit be required. An additional \$20.00 processing fee will be charged to applicants requiring a cosigner. ***We will not process an application until the application fee has been paid.*** We accept checks, money orders or credit/debit cards. We do NOT accept cash. *Application fees are non-refundable.*

Units are rented to the first **approved** applicant with the full security deposit paid. A security deposit will not be accepted until the rental application is approved. Applications remain valid for 90 days and can be processed for any of our available rentals. Proof of renters insurance is required prior to occupancy.

Garden City Property welcomes all applicants and supports the precepts of equal access and Fair Housing. Garden City Property will not refuse access to any housing, accommodation, or other interest in 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.

Agency Disclosure: Garden City Property Management is the sole and exclusive agent of the Owner 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.

Applicant’s Initials: _____

How did you find out about the unit and/or Garden City Property Management, Inc.?

List properties for which you are applying below:

- _____ GCPM’s web-site
- _____ Missoulian
- _____ Facebook/Instagram
- _____ Word of mouth
- _____ Other: _____

Fee paid _____
(Office use only)

GARDEN CITY PROPERTY MANAGEMENT ~ APPLICATION TO RENT

Name: _____ *SS#: _____
(Last) (First) (Middle)

Other Occupants: _____

Present Address: _____ Phone #: _____ / Cell: _____
Email: _____

Do you have any pets? No Yes **Pet information:** Breed: _____ Sex: _____ Age: _____ Weight: _____ Fixed?: _____

THIS IS A REQUIRED PART OF THE APPLICATION PROCESS FOR ALL APPLICANTS

To help ensure ALL of our residents understand our pet and animal-related policies, we use a third-party screening service and require **EVERYONE** to complete a profile (No Pet/Pet/Service or Assistance Animal). This process ensures we have formalized pet and animal-related policy acknowledgments and more accurate records to create greater mutual accountability.

Please get started by selecting a profile category on our landing page: <https://gardencity.petscreening.com>

REFERENCES: CREDIT AND REFERENCES WILL BE CHECKED BY OWNER / AGENT

1) Rental Address: _____ Dates: From _____ To _____

Landlord's Name: _____ Phone #: _____

2) Rental Address: _____ Dates: From _____ To _____

Landlord's Name: _____ Phone #: _____

Have you ever been evicted from any tenancy: Yes No Why & When: _____

Have you ever willfully and intentionally refused to pay rent when due: Yes No Why & When: _____

Do any of the people who will be residing in this unit smoke?: No Yes If Yes: Inside or Outside Only

Do you have any special needs or requirements (including service or companion animals)? Yes No Explain: _____

(Service or assistance animals need to be submitted to <https://gardencity.petscreening.com> as noted above.)

Lists all Sources of Income: _____ Monthly Income: _____

Present Employer: _____ Phone: _____

Position: _____ Address: _____ Manager: _____

Salary Earned: _____ If hourly wage, how many hours do you work each week? _____

Date Employment started: _____ Is this a permanent position? Yes No

If this employment is temporary, how long will it continue? _____

Previous Employer: _____ Address: _____

Phone #: _____ Position: _____ How Long: _____

Checking Account (Name of Bank): _____ Savings Account (Name of Bank): _____

Vehicle: Make / Model: _____ Color: _____ Year: _____ License Plate # & State: _____

Vehicle: Make / Model: _____ Color: _____ Year: _____ License Plate # & State: _____

Name of closest living relative (may not be living with you in unit for which you have applied):

(Name) (Address) (City / State) (Phone #) (Relationship)

Name of person to notify in case of emergency (may not be living with you in unit for which you have applied):

(Name) (Address) (City / State) (Phone #) (Relationship)

Have you ever filed a petition for bankruptcy? Yes No Date filed: _____ Reason: _____

Do you have any judgments against you? Yes No Explain: _____

Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction), convicted, or plead guilty or *no contest* to a felony? Yes No If Yes, list felony & date: _____

Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction), convicted, or plead guilty or *no contest* to a misdemeanor involving sexual misconduct or the possession, sale or manufacturing of drugs? Yes No If Yes, list misdemeanor & date: _____

Are you or any other intended occupant, including minors, required to register as a Sexual or Violent Offender? Yes No
State of Initial Registration: _____ Crime: _____

I DECLARE THE FOREGOING TO BE TRUE UNDER THE PENALTY OF PERJURY. I hereby verify that I am old enough to legally sign and be fully responsible for the terms of a rental contract. I authorize Garden City Property Management, Inc. to check my rental history, credit history, criminal history & verify my source of income. I hereby waive any right of action now or hereafter accruing against any person or entity as a consequence of the release of such confidential information. I understand and agree any false statements identified herein may result in rejection of this application and that the Garden City Property Management, Inc. may terminate any agreement entered into in reliance on any misstatement made above. I understand the Landlord reserves the right, in its sole discretion, to report to a national credit reporting agencies my failure to fulfill any of the terms of any rental agreement subsequently executed by me.

Applicant's Signature: _____ Date: _____