

Form of Payment \_\_\_\_\_  
Amount \_\_\_\_\_  
Reference \_\_\_\_\_  
Logged \_\_\_\_\_

## **RENTAL APPLICATION CHECKLIST**

Before submitting your rental application to Grayling Properties, LLC please initial next to each item on this check list. Applications will not be accepted without the following information. **Applicants are NOT permitted to occupy the property until their application is approved and a rental agreement has been signed. If any of the following requirements are not met you may be denied or asked to pay a double deposit.**

\_\_\_\_\_ I am applying for the property located at: \_\_\_\_\_

\_\_\_\_\_ My name is: \_\_\_\_\_

\_\_\_\_\_ My preferred move in date is: \_\_\_\_\_

\_\_\_\_\_ I have read through the entire Rental A application.

\_\_\_\_\_ I have paid my non-refundable application fee of \$40.00 per Rental Application. **We do NOT accept cash. Payment must be made with certified funds: either cashier's check or money order only.**

\_\_\_\_\_ I have provided a copy of my valid Driver's License or valid State Identification.

\_\_\_\_\_ I have provided a copy of my valid vehicle registration for each vehicle.

\_\_\_\_\_ I have provided a copy of my valid pet's immunization records and a photo of the pet(s). Your pet must be registered by Bozeman Animal Control if you live in the city. Grayling Properties, LLC needs proof of this registration. We do not accept pets under 6 months old.

\_\_\_\_\_ I have provided a copy of my most recent bank statement with the most recent 30 days of transactions included. These bank statements show my name on the account, the account number, and the current balance.

\_\_\_\_\_ I have provided verification of my income which can include, but not limited to, pay stubs, letter of employment, trust fund, SSI / SSDI, Financial Aid / Stipend, letter from parent/family member providing your income, etc.

\_\_\_\_\_ I have provided my Rental History Verification Form.

\_\_\_\_\_ I have provided the applications and all other documentation for any other resident wanting to live in the dwelling unit.

\_\_\_\_\_ I understand that there is an additional deposit and monthly rent for each pet.

## RENTING POLICIES & PROCEDURES

Thank you for submitting your application for housing to Grayling Properties LLC. 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 Grayling Properties LLC are rented and maintained in a manner that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, we utilize a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have selected a rental, you must complete, sign, and return the following Rental Application Form. Each person over the age of 18 years who intends to reside at the property must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a non-refundable \$40.00 (forty dollar) fee per application which covers the cost of processing your application and obtaining your credit report. The Application must be paid by Cashier's Check or Money Order and are due upon submission of each application.

In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the following requirements are not met, you may be denied or asked to pay a double deposit.

1. **Sufficient Income** - Two times the rental amount per month. Income may be combined by multiple applicants for the same property. If your rental application is denied due to lack of income, you will be notified.
2. **Verifiable Good Credit** – Grayling Properties will obtain a credit report from a national credit bureau. This will verify your credit history. Grayling Properties decision to rent the property to you may be based on the information received from this report. If your rental application is denied due to the information contained in your credit report, you will be notified.
3. **Prior Rental History** - We will make a reasonable attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by you; however, the ultimate responsibility for supplying this information to Plum is the applicant's responsibility. If Grayling Properties is not able to contact the references, you provide or unable to obtain the rental history information we request Grayling Properties reserves the right to deny the application. If your rental application is denied due to lack of rental history, you will be notified.
4. **Criminal History** – Grayling Properties company policy is not to rent to Violent or Sexual Offenders who have to register as an offender in the United States of America. If you are a Violent or Sexual Offender, please do not submit your application. Grayling Properties will perform a criminal history investigation. If your rental application is denied due to the information contained in your criminal background report, you will be notified.

Grayling Properties makes every effort to process applications within 24 hours of submission; however, processing can take longer due to inability to contact previous landlords, employers or other references. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from Grayling Properties within 48 (business day) hours of submission. 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 our company. We cannot guarantee any unit you have seen to be available by the time your application is processed.

A security deposit will not be accepted until the Rental Application is approved.

### DISCLOSURE AND AUTHORIZATION

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 Grayling Properties. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with your company, its 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 release of my confidential credit report to your company, its principals and/or the owner(s) of any property which I am applying to occupy .

I further understand and agree that Grayling Properties LLC will rely upon 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 Grayling Properties, you may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney’s fees resulting there from. The Rental Application is an integral part of the rental agreement and will be used in conjunction with a l l legally binding documents and/or agreements. After executing a rental agreement with Grayling Properties 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(s), financial and employment information within 48 hours.

I understand that Grayling Properties LLC reserves the right, in its sole discretion, 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.

Our company welcomes all applicants and supports the precepts of equal access and “Fair Housing.” We 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.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND GRAYLING PROPERTIES LLC: our company 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.

I acknowledge that I have voluntarily provided the above information for rental purposes, and I have carefully re ad and I understand this authorization.

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Received & Processed by:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Please let us know how you heard of our company:**

\_\_\_\_\_ Referral \_\_\_\_\_ Website \_\_\_\_\_ Signage \_\_\_\_\_ Craigslist \_\_\_\_\_ Zillow/Trulia/Hotpads \_\_\_\_\_ FB Marketplace

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

**PERSONAL INFORMATION:**

Applicant's Full Name: \_\_\_\_\_

Have you ever used another name(s)? Y / N If yes, list name(s): \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

List any other persons, **including their phone number**, who will reside with you below (Include age and relationship):  
\_\_\_\_\_

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 be specific: \_\_\_\_\_

Name of emergency contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Do you have pets? Grayling Properties doesn't accept any pets under 6 months old. List all pet information:

Name:	Name:	Name:
Type of Pet:	Type of Pet:	Type of Pet:
Breed:	Breed:	Breed:
Color:	Color:	Color:
Sex: M / F	Sex: M / F	Sex: M / F
Spayed or Neutered: Y / N	Spayed or Neutered: Y / N	Spayed or Neutered: Y / N
Approx. Weight:	Approx. Weight:	Approx. Weight:
Approx. Age:	Approx. Age:	Approx. Age:
Rabies Vaccination #:	Rabies Vaccination #:	Rabies Vaccination #:

**RESIDENCE HISTORY:**

**Current**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

How long at this address? From: \_\_\_/\_\_\_/\_\_\_\_\_ To: \_\_\_/\_\_\_/\_\_\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_

Current Landlord or Mortgage Holder: \_\_\_\_\_ Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ Current Landlord's Email Address: \_\_\_\_\_

Reason for moving: \_\_\_\_\_

Is your lease expired? Y / N If not, when is your lease expiration date? \_\_\_\_\_

**Previous** Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How long at this address? From: \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_ Rent/Mort. Amount: \$ \_\_\_\_\_  
Past Landlord or Mortgage Holder: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Past Landlord's Email Address: \_\_\_\_\_  
Is your lease expired? Y/N  
If not, when is your lease expiration date: \_\_\_\_\_

Have you ever been the subject of an eviction proceeding or settlement regardless of whether or not a suit was actually filed? Y/N  
If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager: \_\_\_\_\_  
\_\_\_\_\_

**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 Sexual Offender in any jurisdiction? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT INFORMATION:**

**Current** Employment: \_\_\_\_\_  
Employers Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
How long have you been at this employment? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
What is your position? \_\_\_\_\_ Who is your supervisor? \_\_\_\_\_  
What is your Monthly or Annual Income? \_\_\_\_\_

**Previous** Employment: \_\_\_\_\_  
Employers Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
How long were you at this employment? \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
What was your position? \_\_\_\_\_ Who was your supervisor? \_\_\_\_\_  
What was your Monthly or Annual Income? \_\_\_\_\_

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

**Is there anything you would like us to know about your income or employment?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BANKING & CREDIT INFORMATION:**

**The most recent copy of your bank statement is required when submitting this application.**

Who are you banking with? \_\_\_\_\_  
Phone: \_\_\_\_\_ Checking/Savings Account # \_\_\_\_\_  
Have you ever filed bankruptcy? Y/N. If so, when did you file? / /



Date \_\_\_/\_\_\_/\_\_\_\_\_ Name of Applicant \_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Property you are applying for: \_\_\_\_\_  
Previous Address of Applicant: \_\_\_\_\_

**RENTAL HISTORY QUESTIONS**

- 1. Is the applicant currently living in your community? Yes / No
- 2. Are you related to the applicant? Yes / No
  - a. If so, what is your relationship with the applicant? \_\_\_\_\_
- 3. Did the applicant have a lease? Yes / No
  - a. Did the applicant complete their lease? Yes / No
- 4. Date applicant moved in: \_\_\_/\_\_\_/\_\_\_\_\_ Date applicant moved out: \_\_\_/\_\_\_/\_\_\_\_\_
- 5. What was the monthly rent? \$ \_\_\_\_\_
- 6. Did the applicant have a record of paying rent promptly? Yes / No
- 7. If applicant paid late, how many days late? \_\_\_\_\_ How often? \_\_\_\_\_
- 8. Did you ever begin eviction proceedings against the applicant for nonpayment? Yes / No
- 9. Does the applicant still owe you money? Yes / No If yes, how much? \_\_\_\_\_
- 10. Did the applicant keep the unit clean? Yes / No
- 11. Has the applicant ever been in non-compliance or received a violation during their tenancy? Yes / No
  - a. If so, describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 12. Did you keep any of the applicant's security deposit? Yes / No
  - a. If so, how much and why?  
\_\_\_\_\_
- 13. Did the applicant ever have any pets in the unit? Yes / No
  - a. If so, were they authorized? Yes / No
  - b. Have there been any problems, concerns, or violations with the pet? Yes / No
- 14. Did the applicant have any roommates? Yes / No
  - a. If so, were they authorized? Yes / No
  - b. Names of roommates: \_\_\_\_\_
- 15. Did the applicant give you proper notice before moving? Yes / No
- 16. Did you ever give the applicant a termination notice? Yes / No
  - a. If yes, why?  
\_\_\_\_\_
- 17. Would you rent to this applicant again? Yes / No

Name of person completing this form: \_\_\_\_\_  
Name of property management company (if applicable): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Federal Protected Classes:

### Race/Color/National Origin

#### Disability

Provides protections for persons with mental and physical impairments that substantially limit major life activities. Includes provisions addressing the design and construction of multifamily units, and requests for reasonable accommodations and/or modifications.

#### Familial Status

Presence of children under the age of 18 and/or pregnancy.

#### Sex

Includes protections for victims of domestic violence, and prohibits sexual harassment.

#### Religion

## Additional State Protected Classes:

### Creed, Marital Status, and Age

**Local laws may provide additional protections.**

Fair housing laws protect you against intimidation, coercion, and harassment. Should you file a complaint of housing discrimination, fair housing laws offer protections prohibiting retaliation.

To report housing discrimination or if you have questions about the federal, state, or local laws requiring housing be available on an equal opportunity basis, contact Montana Fair Housing.



The work that provided the basis for this publication was supported by funding under a grant with the U.S. Department of Housing and Urban Development. The substance and findings of the work are dedicated to the public. The author and publisher are solely responsible for the accuracy of the statements and interpretations contained in this publication. Such interpretations do not necessarily reflect the views of the Federal Government.

Alternative Format  
Available Upon Request

January 2016



**Access and Choice –  
Promoting Equal  
Housing Opportunity**

**501 East Front Street, Suite 504  
Butte, MT 59701**

**Voice: (406) 782-2573**

**Fax: (406) 782-2781**

**Toll Free: (800) 929-2611**

**Montana Relay Service: 711**

**E-Mail:**

[inquiry@montanafairhousing.org](mailto:inquiry@montanafairhousing.org)

**Web Site:**

[www.montanafairhousing.org](http://www.montanafairhousing.org)

## **MONTANA FAIR HOUSING**

Montana Fair Housing is a private, full service, non-profit organization dedicated to the elimination of housing discrimination, and the advancement of civil rights.

The mission of Montana Fair Housing, Inc., is to promote fair housing throughout Montana, and elsewhere. Among MFH's specific purposes and goals is the promotion of equal opportunity in all housing related transactions, and to ensure all housing is available on a non-discriminatory basis. In addition, Montana Fair Housing supports the pursuit and expansion of all civil rights available in Montana and throughout the United States.

Montana Fair Housing foresees a time that this country provides to all of its people's opportunities to work, live, and prosper without the historic barriers perpetuated by discrimination. MFH recognizes that these opportunities will only be available in our communities when changes occur in both the private and public sectors, and civil rights are valued and honored by all individuals and entities.

Federal, state and local non-discrimination laws prohibit discrimination in any housing related business or transaction. These laws address

discriminatory practices in the rental, sales, insurance, advertising, appraisal, and lending industries, as well as issues arising from discriminatory zoning ordinances, the actions of Home Owners' Associations, and access issues affecting persons with disabilities.

Discrimination occurs when a housing provider makes a decision about a household's eligibility for services, or implements different terms and/or conditions on a household, **BECAUSE OF** the household's membership in a protected class, or the protected class status of someone associated with the household.

### **Services: Education, Outreach, and Dispute Resolution**

Montana Fair Housing provides educational opportunities for industry representatives and consumers. Our workshops are approved for continuing education credits.

Technical assistance is available for housing providers and consumers to ensure they understand their rights and obligations as provided by local, state and federal non-discrimination laws.

MFH offers dispute resolution services to address issues related to federal, state, and/or local non-discrimination laws.

Upon request, Montana Fair Housing will provide a list of housing believed to be available on a non-discriminatory basis.

### **Enforcement Activities**

MFH investigates allegations of discrimination, counsels individuals who experience discrimination, and assists in the filing of administrative complaints with the Department of Housing and Urban Development, and the Montana Human Rights Bureau. When appropriate, Montana Fair Housing will assist individuals in filing complaints of discrimination in Federal or District Court, and may, on its own behalf, for the public interest and for its constituents, file complaints as an organization.

**FAIR HOUSING – IT'S YOUR RIGHT AND IT'S THE LAW!**