



Bosley Properties, LLC

1923 Elm Court, Great Falls Montana 59404

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♦ april@bosleyproperties.com ♦ bosleyproperties.com

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

APPLICATION CHECKLIST

Our goal is to process your application within 72 hours. To help us attain that goal, this application will not be accepted unless all of the below items are completed and initialed. Please initial each line.

_____ Read through the entire Application

_____ At least 2 years of rental history is REQUIRED. The Rental History Verification Form needs to be signed whether you have rental history or not.

_____ Include a copy of your most recent bank statement, which shows the names on the account, the account number, and the balance.

_____ Include verification of income (i.e. copy of most recent pay stub or Letter of Employment, Trust Fund, SSI, Financial Aid, etc.)

_____ Include a copy of your valid Vehicle Registration.

_____ Include a copy of your valid Driver's License or valid State Identification.

_____ Include your \$20.00 non-refundable application fee.

RENTING POLICIES & PROCEDURES

We thank you for looking to us for assistance with your residential housing needs. 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 **Bosley 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 in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$ 20.00 FEE PER APPLICATION** which covers the cost of processing your application and obtaining your credit report. **If you are financially supported by someone other than yourself or if you have poor/no credit, you will also need a co-signer to complete a Third Party Guaranty Form. There is an additional \$ 15.00 handling fee if a Third Party Guaranty is required. If you lack rental and / or credit history, you have the option of an**

additional security deposit. The Application and Third Party Guaranty Fees must be paid by On-line or Money Order, Check or Cash, and are due upon submission of each application. The **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NON REFUNDABLE.** A photo ID will be requested at the time you submit your 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, a Third Party Guaranty will be required:

1. **Sufficient Income** -Three times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling Unit. (Permanent employment of at least 4 months at the same job is preferred).
2. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** - We will make a reasonable attempt to contact previous landlord(s) and/or mortgage holder(s) submitted by Applicant; however, the ultimate responsibility for supplying this information to our company lies with the Applicant. We reserve the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application** - This six-page application must be completed in its entirety. Failure to complete the entire application may delay processing or result in a denial of the application. Complete applications will be processed in the order in which received.

This company makes every effort to process applications within 24 hours of submission; however, processing can take several days 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 Bosley 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. Dwelling 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.

If your application is approved and your move-in date is not immediate, a security deposit and first month's rent will be collected in advance. **THE SECURITY DEPOSIT AND FIRST MONTH'S RENT MUST BE PAID BY CASHIER'S CHECK OR MONEY ORDER.** Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within 30-days of move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a Dwelling Unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

Note: We DO NOT allow waterbeds or large aquariums.

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 Bosley Properties, LLC. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with your company, it's 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 your company 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 your company, you may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there from. The Rental Application and Third Party Guaranty are an integral part of the rental agreement and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental agreement ("lease") with your company, 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 your company 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.

Beginning at the time that I tender a deposit for a property which I intend to lease, and your company accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. If I decide not to follow through with leasing the unit I applied the deposit to, I agree to forfeit my deposit in full. The starting date for my occupancy of the property will be the first day the property is made 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.

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 BOSLEY 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 understand that I have the right to make written request within a reasonable period of time to the "Service Provider" (Trak-1) for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information for employment purposes, and I have carefully read and I understand this authorization.

Applicant Signature: _____ **Date** _____ **Time** _____

Received by: _____ **Date** _____ **Time** _____

Please let us know how you heard of our company:

Newspaper Referral Internet Signage Other: _____

PERSONAL INFORMATION :

Applicant's Full Name: _____

Have you ever used another name(s)? Y / N If yes, name(s) _____

Driver's License #: _____ Date of Birth: _____

Social Security Number: ____ - ____ - ____

Current Phone #: _____ Cell Phone #: _____

E-mail Address: _____

List any other persons who will reside with you below (Include age and relationship):

Note: Occupancy Standard is no more than 2 people per bedroom.

Properties that allow a pet are subject to a pet rent and additional security deposit per pet.

Do you have pets? Y / N If yes, how many? _____ What type(s)? _____

Breed(s)? _____ Gender(s) _____

Age(s)? _____ Weight(s)? _____ Rabies Vaccination #: _____

Do any of the people who will be residing in this unit smoke? Y / N

If you own the following, please check: Vacuum Hose / Sprinkler Lawn Mower

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

If yes, please be specific: _____

Name of nearest living relative: _____

Phone: _____ Relationship _____

Who should we contact in case of emergency? _____

Phone: _____ Relationship: _____

RESIDENCE HISTORY:

Current Address: _____

City: _____ State: _____ Zip: _____

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

Current Landlord or Mortgage Holder: _____ Telephone: _____

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: \$ _____

Previous Landlord or Mortgage Holder: _____ Telephone: _____

Reason for moving: _____

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 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: _____

***Applicant Signature:** _____ **Date:** _____

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 _____

EMPLOYMENT INFORMATION :

Employed By: _____ For How Long? _____ Yrs _____ Mos.

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: _____ Supervisor: _____

Previously Employed By: _____ For How Long? _____ Yrs _____ Mos.

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: _____ Supervisor: _____

Reason for Leaving: _____

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

***Provide recent copies documenting each source of income**

BANKING & CREDIT INFORMATION :

***Provide most recent copy of statement for each bank account**

Bank: _____ Phone: _____

Checking Acct # _____ Savings Acct # _____

Have you ever filed bankruptcy? Y / N When? _____ Are there any judgments against you? Y / N

If Yes, list specifics of each judgment and collection: _____

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

- 1) _____ \$ _____ / Mo
- 2) _____ \$ _____ / Mo
- 3) _____ \$ _____ / Mo
- 4) _____ \$ _____ / Mo
- 5) _____ \$ _____ / Mo
- 6) _____ \$ _____ / Mo
- 7) _____ \$ _____ / Mo
- 8) _____ \$ _____ / Mo
- 9) _____ \$ _____ / Mo
- 10) _____ \$ _____ / Mo

AUTOMOBILE INFORMATION :

***Provide a copy of registration for each vehicle**

Make: _____ Model: _____ VIN # _____

Year: _____ Color: _____ Plate State: _____ Plate #: _____

Make: _____ Model: _____ VIN # _____

Year: _____ Color: _____ Plate State: _____ Plate #: _____

***Applicant Signature:** _____ **Date:** _____

RENTER'S INSURANCE:

We require all of our tenants to obtain renter's insurance. You will be required to provide proof of renter's insurance at the time that you sign your rental agreement. **Minimum liability coverage required will be \$100,000 and our company must be listed as an additional insured on your**

policy or proof of insurance premium payment in full for the entire lease term. The policy must be maintained for the entire tenancy. If you have questions, please contact an insurance company for insurance rates and coverage information. Tenants should be aware their personal property is not covered by the Owner's insurance policy. Tenants are responsible for obtaining insurance for their personal property if they want to be covered in the event of fire, theft or other type of loss. Renter's insurance is a benefit to renters because it covers personal property whether that property is damaged or stolen in the tenant's own dwelling unit or in another location. In addition to coverage for their personal property, a renter's policy also provides liability coverage. Renters insurance covers the tenant's liability up to a set limit, as long as the tenant did not intentionally cause the loss. Liability coverage isn't just limited to damage to others or others property that occurs inside the tenant's residence. It also covers legal defense expenses and the renter's liability outside the home. Tenants may qualify for a multiple-policy discount if they purchase their insurance from the same company for which they buy automobile insurance. Other possible savings are available if the tenant's dwelling unit is equipped with deadbolt locks, smoke alarms, carbon monoxide alarms, a fire extinguisher or a security system.

APPLICANT SIGNATURE: _____ **DATE:** _____

**RENTAL HISTORY VERIFICATION FORM
(TO BE FAXED TO YOUR PREVIOUS LANDLORD)**

_____ (applicant) has made an application for a property managed by Bosley Properties, LLC. It is important that we determine the applicant's past rental history of meeting financial obligations. We also need to determine whether the applicant has a record of lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating 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 be supplied within 24 hours so as not to unnecessarily delay this applicant. Your prompt cooperation is appreciated.**

Thank you,

Management Company

Date

Previous Address

RENTAL HISTORY QUESTIONS

1. Is this the social security number you have on file for this applicant? Y / N
SS# _____
2. Is the applicant currently living in your community? Y / N
3. Are you related to the applicant? Y / N
4. Did the applicant have a lease? Y / N
5. Date applicant moved in: _____ Moved out: _____
6. What was the monthly rent? \$ _____
7. Did the applicant have a record of paying rent promptly? Y / N
8. If applicant paid late, how many days late? _____ How often? _____
9. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
10. Does the applicant still owe you money? Y / N If yes, how much? _____
11. Did the applicant keep the unit clean? Y / N
12. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear? Y / N
13. Did the applicant pay for the damage? Y / N
14. Did you keep any of the applicant's security deposit? Y / N
If yes, how much and why? _____
15. 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
If yes, describe: _____
16. Did the applicant ever create any noise disturbances or disruptions? Y / N
If yes, describe: _____
17. Did the applicant ever have anyone "non-approved" living in the unit? Y / N
18. Did the applicant ever have any pets in the unit? Y / N If so, were they authorized? Y / N
19. Did the applicant give you proper notice before moving? Y / N
20. Did you ever give the applicant a termination notice? Y / N
If yes, why? _____
21. Would you rent to this applicant again? Y / N
Why or why not? _____

RENTAL HISTORY INFORMATION PROVIDED AND 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 Bosley Properties, LLC.

***Applicant Signature:** _____ **Date:** _____