



Rental Application Checklist

(effective 05/01/2013)

- Application Fee: \$20.00 (per applicant/application)
- One application per applicant.
- Read the entire application.
- Supply **ALL** contact information requested on the application (including phone numbers and addresses).
- Fill in each blank on the application (if not applicable, write N/A). Provide your signature where requested.
- At least two years of rental history is required. If you have less than 2 years available, a third party guarantee may be required (the third party guarantee fee is an additional \$20.00).
- Include a copy of your most recent bank statement, which should include the account holder's name and balance.
- All sections of this application must be completed to their entirety.
- Include verification of income (letter of employment, most recent pay stub, proof of trust fund, proof of SSI, proof of Financial Aid, etc.).
- Include a copy of your driver's license.

***** Processing time is usually between 3-5 business days. *****

If your application is approved and your move-in date is not immediate, a security deposit will be collected in advance. **THE SECURITY DEPOSIT MUST BE PAID BY CASHIER'S CHECK, PERSONAL 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 at the time of departure. All dwelling units that allow pets will require an additional \$200 security deposit (\$100 is non-refundable) and additional monthly rent as specified in the individual's rental agreement. Please understand that an unauthorized pet in a dwelling unit is grounds for collection of additional fees and/or immediate termination of lease under the standard rental agreement.

Each person over 18 years of age who intends to reside in the subject dwelling unit must submit a separate rental application form, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$20.00 FEE PER APPLICATION/APPLICANT**, 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 \$20.00 handling fee if a third party guaranty form is required. Any fees must be paid via money order, personal check, or certified check.

CEDAR VILLAS APPLICATION, PAGE 1 OF 5

www.cedarvillas.net

cthomas@cedarvillas.net



Rental Application

PLEASE read the following carefully and sign below. This document will become part of the rental agreement if approved.

Policies and Procedures:

1. **View the interior of the apartment.** We do not permit most dwelling units to be rented site unseen.
2. **Complete the ENTIRE rental application.** Your application could be denied if you fail to complete the entire application.
3. **All applications** and information provided become the property of Cedar Villas, LLP upon submission. A photo ID may be requested at the time you submit this application. Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records.
4. **Application fee is \$20.00.** This fee is non-refundable and covers the processing of your application and the time and effort it takes to verify the information provided is true.
5. **Applications are processed in the order which they are received.** The process generally takes 3-5 business days. We cannot guarantee the availability of any unit you may have seen prior to receiving your application. Failure to complete the entire application can delay processing.
6. **Qualifying** is based on the following requirements:
 - a. **Sufficient income:** Income sources may be verified. Sufficient income is to equal approximately 3 times the monthly rent.
 - b. **Verifiable good credit/Criminal background check:** A credit check may be obtained for each applicant.
 - c. **Good rental history:** We may verify rental history and/or mortgage payments. Please provide accurate names and phone numbers for rental history spanning the most recent two years.

A larger security deposit or additional funds may be required if the applicant lacks any of the qualifying requirements.

Rental Procedure:

1. Upon approval the applicant must sign the rental agreement and pay required security deposit within 3 days to remove the property from the market.
2. Security deposit must be paid by money order, cashier check, or personal check only.
3. First month's rent or prorated rent and security deposit must be paid in full prior to taking occupancy.
4. All utilities paid by the tenant are to be transferred into the tenant's name and verified by the landlord prior to taking occupancy.

Smoking: Smoking is not allowed in any of the dwelling units.

Registry of Sexual or Violent Offenders: A registry of sexual and violent offenders is available through City and County Law Enforcement Offices or at the state website at: www.mt.gov. Cedar Villas, LLP reserves the right not to rent to persons who have been convicted of a crime.

Submit Application: Applications can be downloaded online at www.cedarvillas.net. Mail application including application fee and any documents that have been requested by the manager to: CEDAR VILLAS, C/O CHRIS THOMAS, P.O. BOX 18205, MISSOULA, MONTANA 59808. Applications may also be dropped in the on-property drop box, located across from apartment #23.

Renter's Statement: Beginning at the time that I (the renter) tender a deposit for a property (dwelling unit) which I intend to lease, and Cedar Villas, LLP 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. 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 the deposit is accepted, even if the initial occupancy date is after the date that the deposit was accepted.

Applicant Signature: _____ **Date:** _____



Application

How did you hear about us? Missoulian Internet Craigslist Word of Mouth Other

Applicant Information

Full Name: _____ Social Security #: _____.

Drivers State & License #: _____ Birth Date: ___/___/___.

Present Address: _____ City: _____ St: _____ Zip: _____.

Phone #: _____ Cell Phone #: _____.

Email: _____.

Do you rent or own your present address? RENT OWN

If rented; present landlord: _____ Landlord's Phone Number: _____.

How long have you been at your present address?: From ___/___/___ to ___/___/___.

If less than 2 years; what was your previous address?

Address: _____ City: _____ St: _____ Zip: _____.

Previous Landlord: _____ Landlord's Phone Number: _____.

Name of Nearest Living Relative: _____ Phone #: _____.

Emergency Contact Name: _____ Phone #: _____.

Relationship: _____ Full Address: _____.

Misc. Apartment Information and Preferences

Names of ALL individuals who will occupy the apartment (each occupant over 18 years must fill out an application): _____, _____, _____.

What apartment # would be your first choice? _____. Second? _____.

Do any individuals who will be residing in this unit smoke?: YES / NO

Do you own a vacuum? YES / NO

When would you prefer to move in? _____.

Have you given your 30 days at your current residence? If so, when is your last day of occupancy at your current residence? _____.

Do you have any special needs or requirements of which Cedar Villas, LLC needs to be aware? YES / NO

If yes, please describe: _____

Criminal History

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? YES / NO If yes, date of eviction: _____.

Have you ever been convicted of or pleaded guilty or "no contest" to a felony whether or not resulting in a conviction? YES / NO If yes, date of crime: _____. What type of crime? _____.

Have you ever been convicted of or pleaded guilty to the illegal manufacturing or distribution of a controlled substance? YES / NO

Have you ever filed for bankruptcy? YES / NO If yes, date filed: _____

Are there any judgments against you? YES / NO If yes, list judgment(s) and collection(s): _____.

Automobile Information

Car Make: _____ Model: _____ Color: _____ License #: _____.

How many cars will be located on the premise for all individuals in your apartment? _____.

Employment Information

	Applicant
Employed by (name of business)	
Business Address	
Business Phone Number	
Name/ Title of Supervisor	
Position Held	
How Long held	_____ years _____ months
Monthly Gross Income	\$ _____
How often are you paid? (biweekly, twice a month, monthly, etc)	

*Please include a copy of verification of income, letter of employment, proof of trust fund, proof of SSI, financial aid, etc.

Please list other income sources and amounts (i.e. Social Security/Disability, financial aid, parental support, grants, savings, trust accounts, investment portfolios.) Documentation may be required.

Source: _____ Amount per month \$ _____ or total account balance \$ _____.

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Banking & Credit Information

*Please include recent copy of statement for each bank account.

Please list all financial obligations: include student loans, credit cards, car payments, child support, etc.

- 1) _____ \$ _____/Month
- 2) _____ \$ _____/Month
- 3) _____ \$ _____/Month
- 4) _____ \$ _____/Month
- 5) _____ \$ _____/Month
- 6) _____ \$ _____/Month

Personal References

Full Name: _____ Phone #: _____ Relationship: _____.

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Pets Additional security deposit will be required, as well as additional monthly rent. Dogs must be licensed in the City of Missoula, and be current on all vaccinations. If your dog is not registered with the city, you will be given paperwork at the time of application approval. If it is not filled within 30 days, your security deposit will be increased and/or result in eviction. Applicant must be approved by management and tenant must sign Cedar Villas’ Pet agreement.

Type of pet, breed: _____ Name: _____ Age: _____.

Color: _____ Gender : _____ License or Tag #: _____ Weight: _____.

Describe your pets behavior: _____.

Where will your pet be when you are not at home or at work? _____.

Name, Address & Phone # of Veterinarian: _____.

Authorization – I hereby declare that I am legally able to sign a contract in the State of Montana and to be fully responsible for all terms and conditions of a rental agreement. I declare that the information in this application is true and accurate under penalty of perjury, and understand that false statements may result in rejection of this application. I further understand that all persons or firms can provide information freely concerning myself and I hereby waive all rights to action for any consequences resulting from such information. By my signature below, I authorize the investigation and verification of the above information, including, but not limited to, obtaining a credit report and/or criminal background check to Cedar Villas, LLC.

Applicant’s Signature: _____ Date: _____

Mail application including application fee, any documents that have been requested by the manager (such as bank statements, financial aid statements, letters of reference, pay stubs, etc) to: CEDAR VILLAS, C/O CHRIS THOMAS, P.O. BOX 18205, MISSOULA, MONTANA 59808. Applications may also be dropped in the on-property drop box, located across from apartment #23.