



318 3rd Ave East  
 Kalispell, MT 59901  
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## APPLICATION CHECKLIST

- ◇ Supply ALL Phone #s and Addresses Requested
- ◇ Complete Each Page and Sign Where Noted
- ◇ Fill in Each Blank (if Not Applicable, write N/A)
- ◇ Include Copies of (copies can be made at our office):
  - Verification of Income (pay-stub, bank statements, trust fund disbursement, SSI, Financial Aid, Child Support statements, etc.)
  - Valid Vehicle Registration
  - Valid Driver's License or Valid State ID
- ◇ Pay the \$25.00 Application Fee

The Application will not be processed until all items above are completed.

Applicant Name: \_\_\_\_\_  
 Applicant Phone Number: \_\_\_\_\_  
 Property Applying For: \_\_\_\_\_  
 Intended Date of Move-In: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

## RENTING POLICIES AND PROCEDURES

- ❖ Each person over the age of 18 years who intends to reside in the subject dwelling unit must submit a separate Rental Application.
- ❖ There is a \$25.00 non-refundable fee per application which covers the cost of processing your application and obtaining your credit report. This fee is not credited towards security deposit or rent.
- ❖ If you are financially supported by someone other than yourself, if you have poor/no credit or if any of the four minimum requirements below are not met you *may* need a co-signer to complete a Third Party Guaranty Form. There is an additional \$25.00 non-refundable fee if a Third Party Guaranty is required.
- ❖ The Application and Third Party Guaranty Fees must be paid by Money Oder, Check or Cash and are due upon submission of each application.

Integrity Property Management, Inc. utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below:

1. **Sufficient Income:** Three times the rental amount per month. Income may be combined by multiple applicants for the same dwelling unit. Proof of income is required.
2. **Verifiable good credit:** Credit reports will be checked with a national credit bureau (Equifax, Experian or Transunion).
3. **Good Previous Rental History:** We reserve the right to decline tenancy on the basis of our inability to contact the references provided.
4. **Complete Application:** 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.

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.

## RENTAL APPLICATION



### OCCUPANT

Name \_\_\_\_\_  
 SS# \_\_\_\_\_ DL# \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 Phone: Home (\_\_\_\_) \_\_\_\_\_  
               Work (\_\_\_\_) \_\_\_\_\_

Any other occupants (Name, Age, Relationship)

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____

### EMPLOYMENT/INCOME HISTORY

Current Employer \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Gross Monthly Salary \_\_\_\_\_ Position \_\_\_\_\_ How Long \_\_\_\_\_

Other Employer/Income \_\_\_\_\_

Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Gross Monthly Salary \_\_\_\_\_ Position \_\_\_\_\_ How Long \_\_\_\_\_

### RENTAL HISTORY (No Less Than Two Years)

Present Address \_\_\_\_\_

Rent	Own	Number	Street	Apt#	City	State	Zip
_____	_____	_____	_____	_____	_____	_____	_____
Rental/Mortgage Amount Paid Monthly _____ From/To _____							

Reason for Leaving \_\_\_\_\_

Landlord Name/Mortgage Co. \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

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

Rent	Own	Number	Street	Apt#	City	State	Zip
_____	_____	_____	_____	_____	_____	_____	_____
Rental/Mortgage Amount Paid Monthly _____ From/To _____							

Reason for Leaving \_\_\_\_\_

Landlord Name/Mortgage Co. \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

### BANKING REFERENCE

Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Checking Balance \_\_\_\_\_ Savings Balance \_\_\_\_\_

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



**PERSONAL REFERENCE (include Emergency Contact)**

1) \_\_\_\_\_  
Name Number Street  
\_\_\_\_\_  
City State Zip Relationship Phone #

**OTHER INFORMATION**

Pets? \_\_\_\_\_ How Many? \_\_\_\_\_ Type? \_\_\_\_\_  
Do any of the people intending on residing in this unit **smoke**? Y / N  
Do you own: a Vacuum Cleaner? Y / N Water-filled Furniture? Y / N Lawn Care Equipment? Y/N

Vehicles/Boats to be parked on premises (color/make/model/year/license no.):  
\_\_\_\_\_  
\_\_\_\_\_

In the past, have you been late in paying rent or other financial obligations? If yes, Explain:  
\_\_\_\_\_

In the past, have you failed to perform any responsibility of a rental agreement or have you been evicted? If yes, Explain:  
\_\_\_\_\_

Have you ever filed bankruptcy? Y / N When? \_\_\_\_\_ Are there any judgments against you? Y / N  
If Yes, list specifics of judgments and collections: \_\_\_\_\_

Have you or any other intended occupant ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or “no contest” to a felony? Y / N

Have you or any other intended occupant 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? Y / N

Are you or any other intended occupant required to register as a Violent or Sex Offender in any jurisdiction? Y / N

The information on this application is true and correct to the best of my knowledge. I hereby authorize Integrity Property Management, Inc. or its agents to verify the above information and obtain either a consumer or investigative credit report. I understand that the \$25.00 fee for verifying this rental application is not a deposit, will not be applied to any rent, or refunded even if the application to rent is declined.

**APPLICANT MUST SIGN BELOW:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
PERSONAL MAILING ADDRESS: \_\_\_\_\_

## DISCLOSURE AND AUTHORIZATION

I authorize landlord, leasing agent, and representatives of owner/landlord to contact my current or previous landlord, and current employer. Further, by a copy of this signed disclosure, I authorize any said landlord or employer to release applicable residential and employment history information to be used in evaluating my lease application. I further authorize owner/landlord, leasing agent or its representatives to apply for or acquire an investigation or credit report in connection with this application. I understand that said investigation or credit report may contain information obtained from various state governmental and private entities relative to my number of children, employment, occupation, general health, financial, and criminal history information.

I further understand and agree that Integrity Property Management, Inc. 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 Integrity Property Management, Inc., Integrity Property Management, Inc. may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting therefrom. 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 Integrity Property Management, Inc., 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 5 business days.

I understand that Integrity Property Management, Inc. 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.

**NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND Integrity Property Management, Inc.:** Integrity Property Management, Inc. is the 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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

.....  
**For Office Use Only – Do Not Write Below**

Verification: SSN \_\_\_\_\_ DL / ID \_\_\_\_\_ Cur. Tenancy \_\_\_\_\_ Prev \_\_\_\_\_ Credit \_\_\_\_\_ Inc. \_\_\_\_\_ PerRefs \_\_\_\_\_

Move in Date \_\_\_\_\_ Unit # \_\_\_\_\_ Lease \_\_\_\_\_ Rent \$ \_\_\_\_\_ Pet Rent\$ \_\_\_\_\_

1<sup>st</sup> Month Rent Prorate: # Days \_\_\_\_\_ 1<sup>st</sup> Month Rent Pro-Rate Total \$ \_\_\_\_\_ 1<sup>st</sup> Month Pet Rent Pro-Rate Total \$ \_\_\_\_\_

Not Accepted: Reason \_\_\_\_\_

<b>Application Fee</b>	\$25.00	Date Rec'd:	
<b>Security Deposit</b>			
<b>1<sup>st</sup> Month' Rent</b>			
<b>1<sup>st</sup> Month's Utilities</b>			

**RENTAL HISTORY VERIFICATION FORM**

\_\_\_\_\_ (applicant), who resided at \_\_\_\_\_  
(residence managed by your company), has made an application for a property managed by Integrity Property Management, Inc.. 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,  
Integrity Property Management, Inc.

Date: \_\_\_\_\_

**RENTAL HISTORY QUESTIONS**

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

**INFORMATION PROVIDED AND VERIFIED BY:**

Name (please print) \_\_\_\_\_  
Signature \_\_\_\_\_

Company \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

**RESIDENT RELEASE**

By my signature below, I hereby authorize the release of the information requested on this application to Integrity Property Management, Inc.

**\*Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*Applicant: Please sign the last line on this page. We will fax this form to your previous landlord.**