



PO Box 1702 | Helena, MT 59624 | (406) 422-5898 | FAX (406) 545-2322
info@blueriverpm.com | www.blueriverpm.com

APPLICATION CHECKLIST

Thanks for your interest in one of our properties! While this application may seem thorough, please understand that the owners of the properties we manage and their tenants include our co-workers, neighbors, family and friends. Therefore, we feel an obligation to ensure the properties we manage are rented and maintained in a manner that protects the quality of the properties and the neighborhoods they are in - this application helps us achieve that. Our goal is to process your application as quickly as possible. To help us attain that goal, this application will not be accepted unless all of the below items are completed:

- ___ Supply ALL phone #'s and addresses requested on the application
- ___ Complete each page of the application and **initial and sign** where noted including:
 - ___ **Disclosure and Authorization** (1 Signature)
 - ___ **Rental History Verification Form** (1 Signature)
 - ___ **Rental Application Information** (3 initials and 1 signature)
- ___ Fill in each blank on the application (**if Not Applicable, write N/A**)
- ___ Include Verification of Income (e.g. employment pay-stubs, trust fund, SSI, financial aid). If not currently employed include a copy of your most recent bank statement which shows the names on the account, the account number, and balance
- ___ Include a copy of your valid vehicle registration
- ___ Include a copy of your valid driver's license or government-issued photo ID
- ___ Pay the **\$35.00** application fee **per applicant** (and **\$35.00 Third Party Fee**, if applicable)

Return application to: **Blue River Property Management, LLC.**
PO Box 1702
Helena, MT 59624

You can also fill out the application online at: www.blueriverpm.com



**BLUE RIVER PROPERTY MANAGEMENT, LLC.
RENTING POLICIES & PROCEDURES**

Once you have selected a rental, you must complete, sign, and return the following Rental Application Form. **Each applicant and all persons over the age of 18 years who intend to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant.**

There is a **\$35.00 FEE PER APPLICATION** which covers the cost of processing your application and obtaining your credit report. There is an additional **\$35.00 fee** if a Third Party Guaranty (Co-Signor) is required.

THE APPLICATION AND THIRD PARTY GUARANTY FEES ARE NON REFUNDABLE.

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, the application may be denied and/or a Third Party Guaranty may be required and/or a higher security deposit may be required:

1. **Sufficient Income** – Typically 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 and References** - 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 Blue River Property Management, LLC. 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.

Blue River Property Management, LLC. makes every effort to process applications within 24 hours of submission; however, processing can take from several hours to several weeks 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 us within 3 days 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 Blue River Property Management, LLC. 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.

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.

**BLUE RIVER PROPERTY MANAGEMENT, LLC.
DISCLOSURE AND AUTHORIZATION**

APPLICANT NAME: _____

DESIRED PROPERTY (if known): _____

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 Blue River Property Management, LLC. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Blue River Property Management, LLC., 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 Blue River Property Management, LLC., its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Blue River Property Management, 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. 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. Any facts contained herein that subsequently prove to be untrue or inaccurate will constitute a breach of the rental agreement. After executing a rental agreement ("lease") with Blue River Property Management, 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 Blue River Property Management, 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 and/or background information may be obtained and utilized under this authorization in connection with any update, renewal, modification, breach of agreement, 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.

Blue River Property Management, LLC. 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, sexual orientation or other protected class.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND BLUE RIVER PROPERTY MANAGEMENT, LLC.: Blue River Property Management, LLC. 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 INFORMATION CONTAINED ON THIS RENTAL APPLICATION FOR THE PURPOSE OF SECURING HOUSING, I HAVE CAREFULLY READ AND I UNDERSTAND THIS AUTHORIZATION AND THE ACCOMPANYING RENTING POLICIES AND PROCEDURES.

Applicant Signature: _____

Date _____

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

_____ (applicant) has made an application for a property managed by **Blue River Property Management, LLC**. It is important that we determine the applicant's past rental history. 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. As a fellow Landlord I am sure you can appreciate the value of a timely response.**

Please return this form via fax to: **Blue River Property Management, LLC. FAX - 406.545.2322**

Thank you,

Blue River Property Management, LLC.

Date _____

Previous Address: _____

RENTAL HISTORY QUESTIONS:

1. Is the applicant currently living in your community? Yes / No
2. Are you related to the applicant? Yes / No
3. Did the applicant have a lease? Yes / No Monthly rent? \$ _____
4. Date applicant moved in: _____ Moved out: _____
5. Did the applicant have a record of paying rent promptly? Yes / No
6. If applicant paid late, how many days late? _____ How often? _____
7. Did you ever begin eviction proceedings against the applicant for nonpayment? Yes / No
8. Does the applicant still owe you money? Yes / No If yes, how much? _____
9. Did the applicant keep the unit clean? Yes / No
10. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear? Yes / No Did the applicant pay for the damage? Yes / No
11. Did you keep any of the applicant's security deposit? Yes / No
If yes, how much and why? _____
12. 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? Yes / No
If yes, describe: _____
13. Did the applicant ever create any noise disturbances or disruptions? Yes / No
If yes, describe: _____
14. Did the applicant ever have any "non-approved" person living in the unit? Yes / No
15. Did the applicant ever have any pets in the unit? Yes / No If so, were they authorized? Yes / No
16. Did the applicant ever smoke in or around the unit? Yes / No If so, was smoking authorized? Yes / No
17. Did the applicant give you proper notice before moving? Yes / No
18. Would you rent to this applicant again? Yes / No
Why or why not? _____

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 Blue River Property Management, LLC.

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

BLUE RIVER PROPERTY MANAGEMENT, LLC.

RENTAL APPLICATION INFORMATION

Please let us know how you heard of us:

___Newspaper ___Referral ___Internet ___Signage ___Other: _____

PERSONAL INFORMATION:

Applicant's Full Name: _____

Have you ever used another name(s)? Yes / No If yes, name(s) _____

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

Social Security Number: _____ - _____ - _____

Primary Phone #: __ (____) _____ - _____ **Type:** Home Cell Work Other

Secondary Phone #: __ (____) _____ - _____ **Type:** Home Cell Work Other

E-mail Address: _____

List any other persons who will reside with you below:

NAME AGE RELATIONSHIP _____

NAME AGE RELATIONSHIP _____

NAME AGE RELATIONSHIP _____

Do you have pets? Yes / No If yes, how many? _____ What type(s)? _____

Breed(s)? _____ Gender(s) _____

Age(s)? _____ Weight(s)? _____ Animal License #: _____

Do you, or any of the people who will be residing in this unit smoke? Yes / No

Do you have any special needs or requirements that we need to be aware of? Yes / No

If yes, please be specific: _____

Name of nearest living relative: _____

Phone: _____ Relationship _____

Who should we contact in case of emergency? _____

Phone: _____ Relationship: _____

Initial _____

RESIDENCE HISTORY:

Current Address: _____

City: _____ State: _____ Zip: _____

How long at this address? From: _____ To: _____ Rent/Mrtg. 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 #1: _____

City: _____ State: _____ Zip: _____

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

Previous Landlord or Mortgage Holder: _____ Telephone: _____

Reason for moving: _____

Previous Address #2: _____

City: _____ State: _____ Zip: _____

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

Previous Landlord or Mortgage Holder: _____ Telephone: _____

Reason for moving: _____

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Yes / No

If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager:

Initial _____

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 (Current and Most Recent):

Employer #1: _____ Start Date _____ End Date _____

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: _____ Supervisor: _____

Employer #2: _____ Start Date _____ End Date _____

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: _____ Supervisor: _____

Reason for Leaving (if applicable): _____

Employer #3: _____ Start Date _____ End Date _____

Employers Address: _____ Telephone: _____

Position: _____ Monthly Income: _____ Supervisor: _____

Reason for Leaving (if applicable): _____

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

1) _____ \$ _____ / Mo

2) _____ \$ _____ / Mo

3) _____ \$ _____ / Mo

4) _____ \$ _____ / Mo

Initial _____

BANKING & CREDIT INFORMATION:

Bank: _____ Phone: _____

Checking Acct # _____ Savings Acct # _____

Have you ever filed bankruptcy? Yes / No If yes, please explain: _____

Are there any judgments against you? Yes / No If yes, please explain: _____

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

AUTOMOBILE INFORMATION:

Please provide a copy of registration for each vehicle

Make: _____ Model: _____ VIN # _____

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

Make: _____ Model: _____ VIN # _____

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

REFERENCES:

List personal references not already listed on application (teachers, advisors, businesses, etc)

1) Name _____ Relation _____ Phone _____

2) Name _____ Relation _____ Phone _____

3) Name _____ Relation _____ Phone _____

Applicant Signature: _____ **Date:** _____