



Rainbow Property Management, INC.

1417 13th Street West Billings, Montana 59102
Phone 248-9028 www.billingsrpm.com

Required Documents

- Income verification (ex. paystubs, offer letter)
- Photo ID
- \$40 application fee – included with application or paid online at billingsrpm.com
- Photo of pet(s)

Supporting documents can be attached to the application or emailed to rainbowproperty1417@gmail.com

Please ensure your phone number, date of birth and social security number are **LEGIBLE**. If we cannot read them, we will not process your application in a timely manner! Also ensure that ALL areas are completely filled out. Contact our office with any questions regarding your application at (406) 248-9028.

Rainbow Property Management, INC.
1417 13th St. West, Billings MT 59102
Telephone: 406-248-9028 FAX: 406-248-4755
Website: www.billingsrpm.com

Rental application policies and procedures

*****Please Review Carefully*****

A \$40.00 fee must accompany each application.
Please allow at least 48 hours for processing.

1) View the interior of the unit that you are applying for.

It is the policy of RPM, Inc. not to rent "sight unseen", with the only exceptions to this policy being units for which we have floor plans available. If you are applying with other applicants to occupy the same unit at least one of the applicants must have viewed the interior of the unit prior to signing a lease. You are welcome to apply at any time!

2) Complete the attached rental application.

A **separate** completed application signed and dated is required for **each** applicant who is legally able to sign a contract and who intends to reside at the property. **NO EXCEPTIONS WILL BE MADE.** Submitted applications and information obtained when processing the application become the property of RPM, Inc.

We can process your application more expediently if you provide your references and sources of income in detail. Make sure to provide copies of pay stubs and a valid state photo ID. If you need to email or fax us copies for your file, make sure to contact us first. An accurate phone number we can reach you at is required.

A forty dollar (\$40) **NON-REFUNDABLE** application fee must accompany each application. This must be paid by personal check from a local Billings bank, cash, cashier's check or money order. The application remains on file for **30 DAYS**. Thereafter, a new application must be completed, and a fee must be paid accordingly. Applications are not considered on a first come first serve basis.

3) Qualifying is based on the following criteria:

A) **Sufficient Income:** Regardless of source of income, documentation is required. Income may be verified by fax through a statement of income from a verifiable institution.

B) **Verifiable Good Credit through a Background Check:** A credit report and background check will be obtained for each applicant through RealIDinc.com which can be reached at (800)342-7292 if you have questions about your credit report.

C) **Good Rental History:** Many owners require previous rental history. If you have not rented in the past two years, previous home ownership will be considered.

D) It is the policy of our office that if you have outstanding collections or balances due for utilities or monies owed to landlords or rental agencies these must be paid off in full with written documentation from the agency prior to a decision being made regarding your application.

If an applicant lacks the qualifying criteria, a larger security deposit and /or up to three months' rent or additional funds may be placed in escrow as required by the owner based upon rental and/or credit history deficiencies.

4) Pets/Renter 's Policy.: It is the policy of RPM, Inc. not to allow any aggressive animal breeds into our properties as well as caged animals and reptiles. We require a picture of the animal and a full detailed description. Some owners may require a letter of reference for your pet. Cats and Dogs must be at least one year old. **NO** puppies or kittens.

5) It is the policy of RPM, Inc. not to allow hot tubs, swimming pools, or trampolines at properties we manage.

6) RPM, Inc. reserves the right to not rent to persons who have been convicted of a crime.

7) A registry of Sexual and Violent Offenders is available through City and County Law Enforcement Offices as well as the website <http://svor.doj.state.mt.us>.

8) RPM recognizes the HUD standard for occupancy as 2 people per bedroom.

9) Complete Application: This 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.

***If the application is approved you will need to schedule a lease signing with us for the property. If the property is not ready for occupancy you will be notified when it is ready, then we must schedule the lease signing with all applicants to be present as soon as possible.**

Applicants must provide separate funds for rent and deposit at the time of the lease signing. Rent must be paid in the exact amount by cashier's check or money order and deposit must be paid in the exact amount by either cashier's check, cash, or money order. Personal checks will not be accepted at initial move in lease signing.

I have read and understand the rental policies and procedure.

Initial: _____

Who showed you the property you decided on renting with us? _____

How Did You Find This Property? Mark all that apply:

- Yard Signs Friend/Family Referral Are Current Tenant w/ Us Billingsrpm.com Freerentalfinder.com
 Trulia.com Zillow.com Apartments.com Zumper.com Other _____

Name _____ Social Security # _____ DOB: ____ / ____ / ____

CURRENT ADDRESS _____

City _____ State _____ ZIP _____ Dates Rented _____ **Rent Amount \$** _____

Present Phone # (____) _____ Number of Persons to occupy requested Residence _____

Names of Children Under the Age of 18 to Occupy Rental: _____

Email Address: _____

NO OTHER PERSONS TO RESIDE AT ANY TIME WITHOUT WRITTEN CONSENT OF PROPERTY MANAGER.

Applicant Initial

Reason for vacating present place of Residence _____

Length of Residence in Billings: _____

Present Landlord: _____ Phone: (____) _____

Address _____ Dates Rented: _____

Last Previous Landlord: _____ Phone: (____) _____

Address where Rented (also Unit #): _____ Dates Rented: _____

Nearest **RELATIVE** to Notify in an Emergency: _____ Relationship _____

Address _____ City _____ State _____ Zip _____ Phone _____

Applicant Employed By: _____ Phone:(____) _____ Supervisor: _____

Applicant's type of business or occupation: _____

Net Take Home Pay Per Month: (After Deductions) \$ _____ How long Employed: _____

Applicant Vehicle Make: _____ Year _____ Vehicle Color _____

Driver's License or State ID # _____

Do you have any PETS? (Circle and Initial) NO _____ YES _____ How Many _____ If yes give description:

Breed _____ Weight _____ Age _____ **Spayed/Neutered Yes or No -Pet photo required.**

Breed _____ Weight _____ Age _____ **Spayed/Neutered Yes or No -Pet photo required.**

Continue to backside

ARE YOU A CONVICTED FELON? _____ If yes please explain _____

If on probation give officers name _____ Phone _____ State and County crime committed State _____ County _____

Are you or any other intended occupants, including minors, required to register as a Violent or Sex offender in any jurisdiction? Yes ___ No _____

Do you know if you have bed bugs, cockroaches, or other invasive pests in your current residence? Yes ___ / No ___
If Yes please explain: _____

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: _____

Do you have any unpaid utilities in collection? _____ Can you get utilities in your name? _____

Have you ever rented from Rainbow Property Management? If so, Dates of rental and address rented at. _____

The undersigned upon the basis of the above statement makes application to rent housing accommodations at (address) _____ the rental of which is \$ _____ per Month

It is understood that a charge of \$40.00 (NON-REFUNDABLE) will be paid by the applicant, to partially offset the cost of referencing credit, and criminal investigation information from national providers. This investigation charge must be paid prior to reference checking. No out of town checks please.

The signing Applicant represents that all statements made above are true & correct. Applicant also hereby authorizes verification of references and credit ratings, and grants Rainbow Property Management Inc. permission to engage in phone, email, or fax communications on their behalf in order to verify all the information you have provided. Applicant also authorizes all follow up all digital and voice communication required to communicate with them via the phone numbers and email address provided.

I (we) hereby agree that all adults residing in the apartment are jointly liable for all rent and damages incurred during the term of occupancy.

IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN

I declare that the information given by me to Rainbow Property Management, Inc. is true, correct and accurate. I understand that Rainbow Property Management, Inc. may terminate any agreement entered into in reliance on any misstatement made on the tenant screening form.

Date: _____

Signature: _____