



Summit
Property Management, Inc.

800 Kensington #112 Missoula, MT 59801
Phone (406) 549-3929 **Fax** (406) 829-6644
 www.rentspm.com info@rentspm.com

Commercial Space
SPM LEASING POLICIES & PROCEDURES

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

Commercial Spaces are rented to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the 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. If you require a reasonable accommodation or modification, please ask for assistance. Incomplete or falsified applications may be rejected without further notice.

The undersigned Applicant declares that the information contained in this 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 or of any leases subsequently signed based on falsified information in housing managed by Summit Property Management, Inc.

THE SECURITY DEPOSIT AND FIRST MONTHS RENT MUST BE PAID IN TWO SEPARATE PAYMENTS BY CASHIER'S CHECK OR MONEY ORDER. CREDIT CARDS ARE ALSO ACCEPTED ON PAYLEASE – ACCESS PAYLEASE BY PHONE (866) 729-5327 OR OUR WEBSITE - WWW.RENTSPM.COM

COMMERCIAL SPACE APPLICATION CHECK LIST

Please initial next to each completed item. Incomplete applications will not be accepted.

_____ Read and complete every page of the application entirely, supply all correct phone #'s, names and addresses requested and sign where noted. Applicant accepts the sole responsibility for providing a complete application and for ensuring responsiveness on the part of applicant's references. SPM consistently processes applications in the order they are received, however, SPM accepts no responsibility for incomplete applications or slow response time by applicant's references which could result in missing the opportunity to secure the desired rental. |

_____ Pay the \$50.00 Non-refundable Commercial Space Application Fee.

_____ Include verification of income: i.e. copies of the most recent months pay stubs or Trust Fund, SSI, Financial Aid etc...(if self employed: last year's tax returns that includes the adjusted gross income)

_____ Include a legible copy of your valid Driver's License or government issued picture ID.

Applicant Name: _____

Applicant Signature: _____



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COMMERCIAL APPLICATION
Equal Housing Opportunity

Please complete this application fully.
 \$50 Non-Refundable Application Processing Fee.

Received: _____
SPM Initials: _____
Time Received: _____
Payment Type: _____

Date: _____

The undersigned hereby makes an application to rent the Commercial Space located at:

Date: _____

PLEASE TELL US ABOUT YOURSELF - Principal Individual of Business

Company Name _____

Full Name(s) _____

Social Security # _____

Home Phone _____ Cell Phone _____

Email Address: _____ Fax Number _____

General Description of Business _____

Business Plan _____

COMMERCIAL RENTAL HISTORY (LAST 5 YEARS) Attach additional page if needed.

Current Address _____ Apt# _____

City _____ State _____ Zip _____

Month/Year Moved In / Out _____ / _____ Rent: \$ _____

Owner/Agent _____ Phone() _____

Relationship to Owner/Agent: _____

Previous Address _____ Apt# _____

City _____ State _____ Zip _____

Month/Year Moved In / Out _____ / _____ Rent: \$ _____

Owner/Agent _____ Phone() _____

Relationship to Owner/Agent: _____

PLEASE PROVIDE 2 BUSINESS REFERENCES OF YOUR BUSINESS STABILITY

#1 Company _____

Reference Name/Position _____

Phone () _____

Relationship to Reference: _____

#2 Company _____

Reference Name/Position _____

Phone () _____

Relationship to Reference: _____

BUSINESS BANK ACCOUNT INFORMATION:

Bank _____ Account Number _____

Contact Person _____ Phone () _____

ADDITIONAL INFORMATION:

Please give any additional information that might help owner/management evaluate this application?

DISCLOSURE AND AUTHORIZATION

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the first day of each month in advance.

The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Summit Property Management, Inc. 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.

All applications and application materials provided by applicant to SPM shall become property of SPM and will not be returned to applicant. Summit Property Management ensures that all information provided by applicants and co-applicants is strictly confidential and all information provided by applicants is kept secure by SPM.

******It is understood and agreed that upon tendering security deposit, tenant will take occupancy and rent payments will begin on the first day that the unit is made available by landlord to tenant in the terms and conditions of the standard SPM lease. A copy of the SPM lease is always available upon request. Tenant agrees that the lease must be signed within 3 days of tendering the deposit or a \$25 per day fee will be charged until the lease is signed.***

Full Name (please print)

Signature

Date