



CURRENT TENANT RESIDENTIAL RENTAL APPLICATION
RENTING 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. Each person who intends to reside in the subject Dwelling Unit must submit a separate Rental Application, regardless of familial/marital status or relationship to any other applicant for tenancy.

In order for an Applicant to be considered for tenancy, the Applicant must meet the following minimum requirements.

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 will be collected in advance and first month's rent will be due on the first day of the lease agreement. If you require a reasonable accommodation or modification, please ask for assistance. Incomplete or falsified applications may be rejected without further notice.

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 (NO ACH) - ACCESS PAYLEASE BY PHONE (866) 729-5327 OR OUR WEBSITE - WWW.RENTSPM.COM

RENTAL APPLICATION CHECK LIST:

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

- _____ 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. SPM consistently processes applications in the order they are received, however, SPM accepts no responsibility for incomplete applications.
- _____ Physically viewed the interior of this property.
- _____ Given written notice to the property manager at my current address detailing my interest in transferring to a different SPM managed property. (An official **30 Day Notice** is required prior to move-out.)
- _____ Verified with my current property manager that I am in good standing with SPM, with no unpaid rent or lease violations.
- _____ Included verification of income (if rent of new address is higher than current): i.e. copy of the most recent month's pay stub(s) or Trust Fund, SSI, Financial Aid, etc. (if self-employed: last year's tax returns that include the adjusted gross income or if un-employed: proof of liquid assets greater than one year's worth of monthly rent i.e. bank statements.)
- _____ Notified, if any, the co-signer(s) on my current lease of my intent to move and requested that they submit a written notice to SPM that states that they agree to transfer to the lease of the new property.

Applicant Name: _____ Applicant Signature _____



Summit
Property Management, Inc.

800 Kensington #112 Missoula, MT 59801
Phone (406) 880-6982 **Fax** (406) 829-6644
 www.rentspm.com applications@rentspm.com

CURRENT TENANT RESIDENTIAL RENTAL APPLICATION

Equal Housing Opportunity

Date Received: _____
 Time Received: _____
 SPM Initials: _____

Date: _____

The undersigned hereby makes an application to rent the residential unit located at:

TENANT INFORMATION:

Full Name _____

Current Address _____ Apt# _____

City _____ State _____ Zip _____

Cell _____ Home _____

Date of Birth _____ Social Security # _____

Email Address: _____ Fax _____

Your Driver's License Number _____ State _____

Vehicle Information: Make / Model / Plate # _____ Year _____

Names of Dependents _____

Dependents Date of Birth _____

Initial here if you have a pet and a pet application will be emailed to you. _____ (Applicant Initial)

List all Pets & Service Animals with ages & breeds _____

**We are unable to allow pets under one year of age or "aggressive dog breeds" for insurance reasons. Call or visit our website for a list of "aggressive" breeds. _____ (Applicant Initial). Email a Photo of each pet.*

Other Applicants Names _____ Name _____

Name _____ Name _____

PERSONAL REFERENCE OR EMERGENCY CONTACT:

Full Name _____ Relationship _____

Address _____ Phone _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION:

Please Circle Your Status: Full Time - Part Time (# of hours?) _____ - Student - Unemployed

Employer _____

Employed as _____ Supervisor's Full Name _____ Phone _____

RENTERS INSURANCE / TENANT LIABILITY INSURANCE (TLI):

Tenant agrees to obtain renters' insurance or TLI for the property being applied for prior to signing the lease. Minimum liability coverage required will be \$100,000 and Summit Property Management must be listed as an "additional interest" on the policy. You will be required to provide proof of renter's insurance or TLI when signing the lease. **Initial:** _____.

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 Applicant has read and understands this application in its entirety.

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 or of any leases subsequently signed based on falsified information in housing managed by Summit Property Management, Inc.

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 to pay a \$50.00 Tenancy Administration fee (per lease, not per tenant) prior to occupancy. 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