

Ponderosa Property Management
P.O. Box 251 Plains, MT 59859
Phone: 406/826-3909 Fax: 406/826-3912
www.ponderosamontana.com
ponderosapm@yahoo.com

RENTAL APPLICATION

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

RENTING POLICIES & PROCEDURES

Management thanks you for looking to us for assistance with your residential housing needs. The owners of the properties we manage and their tenants include our co-workers, employees, neighbors, family and friends. Therefore, we feel an obligation to ensure that the properties we manage are rented and maintained in a manner that protects the quality of the dwellings and of the neighborhoods where our tenants reside. For this reason, Management utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Once you have selected a rental, you must complete, sign, and return the following Rental Application Form. Each person over the age of 18 years 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. There is a **\$30.00 FEE PER APPLICATION** which covers the cost of processing your application and obtaining your credit report. **There is an additional \$30.00 application fee if a Third Party Guaranty is required.** The Application and Third Party Guaranty Fees must be paid by Money Order, Check or Cash, and are due upon submission of each application. **THESE FEES ARE NOT REFUNDABLE.** A photo ID will be requested at the time you submit your application for each applicant over 18 yrs.

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

1. **Sufficient Income** - 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. Management reserves the right to refuse an application based on credit rating alone.
3. **Good Previous Rental History** - Management 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 Management lies with the Applicant. Management reserves the right to decline tenancy on the basis of our inability to contact the references provided. **RENTING FROM RELATIVES, IN MOST INSTANCES, DOES NOT CONSTITUTE A RENTAL REFERENCE- ONLY LANDLORD/TENANT AGREEMENTS/RELATIONS WILL BE CONSIDERED AS A REFERENCE.**
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.
5. **Background Check**- Applicants must pass a background (criminal history) check.

Management makes every effort to process applications within 24 hours of submission; however, processing can take several days 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 Management within 48 (business day) hours 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 Management.

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. Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within 30-days of

move-out, depending upon the condition of the unit (in terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. Those **Dwelling Units that allow pets require payment of an additional Security Deposit and/or monthly pet rent** as specified in the individual Rental Agreements of such units. Please be aware that only select properties allow pets and the presence of unauthorized pets in a Dwelling Unit is grounds for collection of additional fees and/or immediate termination of lease under our standard Rental Agreement.

DISCLOSURE AND AUTHORIZATION

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 Ponderosa Property Management. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Ponderosa Property Management, 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, and my rental history. 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 Ponderosa Property Management, it's principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Management 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 Management, Management may terminate my tenancy immediately and collect from me any damages incurred including reasonable attorney's fees resulting there-from. 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 Management, 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 Ponderosa Property Management 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.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Management accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. The starting date for my occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that my deposit is accepted, even if the initial occupancy date is after the date that the deposit is accepted.

Ponderosa Property Management welcomes all applicants and supports the precepts of equal access and "Fair Housing." Management 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 or sexual orientation.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND PONDEROSA PROPERTY MANAGEMENT: Management 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 understand that I have the right to make a written request within a reasonable period of time to the "service Provider" (AmerUsa) for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided all information for the purpose of securing housing, and I have carefully read and I understand this authorization.

Applicant Signature _____

Date _____

Printed Name _____

Please let us know how you heard of Ponderosa Property Management:

___Newspaper ___Referral/From:_____ Internet ___Signs ___Other:_____

PERSONAL INFORMATION :

Applicant's Full Name:_____

Have you ever used another name(s) ? Y / N If yes, name(s)_____

Social Security Number: _____ - _____ - _____ Current Phone #: _____

E-mail Address:_____ Cell Phone #: _____

List any other persons who will reside with you below (Include age and relationship):

Do you have pets? Y / N If yes, how many?_____ What type(s)?_____ Breed(s)?_____
Age(s)?_____ Weight(s)?_____ Gender(s)?_____

Do any of the people who will be residing in this unit smoke? Y / N

If you own the following, please check: ___ Vacuum Cleaner ___ Hose and Sprinkler ___ Lawn Mower

Do you have any special needs or requirements that we need to be aware of? Y / N

If yes, please describe_____

Name of nearest living relative _____ Phone _____ Relationship _____

Who should we contact in case of emergency?_____

Relationship _____ Phone _____ Address _____

RESIDENCE HISTORY : AT LEAST 3 YEARS OF RESIDENCE HISTORY IS REQUIRED

[REFERENCE #1]

Present Address _____ How long at this address? From _____ To _____

City _____ State _____ Zip _____ Rent/Mort. Amount: \$ _____

Present Landlord or Mortgage Holder _____ Telephone _____

Reason for moving _____

Is your lease expired? Y / N If not, when is your lease expiration date? _____

[REFERENCE #2]

PLEASE USE THE BACK OF THIS FORM IF YOU NEED MORE SPACE

Previous Address _____ How long at this address? From _____ To _____

City _____ State _____ Zip _____ 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? Y / N
If yes, please explain, including dates, rental premises address, and contact information for property owner and property manager:

*Applicant Signature: X _____ Date: _____

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 / INCOME INFORMATION : AT LEAST 3 YEARS OF EMPLOYMENT / INCOME HISTORY IS REQUIRED

Employed By _____ How Long? _____ Yrs _____ Mos.

Employers Address _____ Telephone _____

Position _____ Monthly Income _____ Supervisor _____

Previously Employed By _____ How Long? _____ Yrs _____ Mos.

Employers Address _____ Telephone _____

Position _____ Monthly Income _____ Supervisor _____

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

***Provide recent copies documenting each source of income**

BANKING & CREDIT INFORMATION :

***Provide most recent copy of statement for each bank account**

Bank _____ Phone # _____

Checking Acct # _____ Savings Acct # _____

Have you ever filed bankruptcy? Y / N When? _____ Are there any judgments against you? Y / N

If Yes, list specifics of judgments and collections: _____

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc..Use the back of this form for more space)

- 1) _____ \$ _____ / Mo
- 2) _____ \$ _____ / Mo
- 3) _____ \$ _____ / Mo
- 4) _____ \$ _____ / Mo
- 5) _____ \$ _____ / Mo

AUTOMOBILE INFORMATION :

***Provide a copy of registration for each vehicle**

Make _____ Model _____ Year _____ Color _____ Plate: _____

Make _____ Model _____ Year _____ Color _____ Plate: _____

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

RENTAL HISTORY VERIFICATION FORM

_____ (applicant) has made an application for a property managed by Management. 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,

Management Date _____

RENTAL HISTORY QUESTIONS

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

INFORMATION PROVIDED AND VERIFIED BY:
Name (please print) _____ Company _____
Signature _____ Title _____
Date _____

RESIDENT RELEASE

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

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

Applicant Consent Form

AmerUSA Corporation

3665 East Bay Drive #204-183

Largo, Florida 33771

Ph 727.467.0908 Fx 727.467.0918

Landlord Name: Ponderosa Property Management / Mary Halling, Owner

Rental Property Address: _____

I certify and declare under penalty of perjury under relevant state and federal law that the information contained in my rental application is complete, true and accurate. I acknowledge that falsification or omission of any information may result in the immediate dismissal or retraction of an offer of tenancy.

In consideration of AmerUSA's review of my application for tenancy, I hereby voluntarily consent to and authorize AmerUSA (acting as the landlord's designated screening organization for the above referenced rental property) to obtain my consumer report. This report may include any of the following:

- Criminal Records
- Civil Cases
- Employment Verification
- Past Employment Verification
- Personal Identity Verifications
- Credit Report

I authorize all persons and organizations that may have information relevant to this research to disclose such information to the landlord's authorized agent, AmerUSA. I hereby release the landlord and its authorized agent, AmerUSA, from all claims and liabilities of any nature in connection with this research, results and decision. A photocopy of this authorization will be considered valid.

I understand that I have specific prescribed rights as a consumer under the federal Fair Credit Reporting Act ('FCRA') and have received a copy of those rights.

Prospective Tenant's Information

Prospective Tenant's Signature

Date

Print Name

Present Address

City

State

Zip Code

Social Security Number

Date of Birth

Employer

Monthly Income

FCRA Summary of Rights

AmerUSA Corporation

3665 East Bay Drive #204-183

Largo, Florida 33771

Ph 727.467.0908 Fx 727.467.0918

A Summary of Your Rights - Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u, by visiting www.ftc.gov. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

FOR QUESTIONS OR CONCERNS PLEASE CONTACT

Federal Trade Commission

Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761

APPLICATION CHECKLIST:

Applicant- Our goal is to approve your application within 72 hours. To help us attain that goal, this application WILL NOT BE ACCEPTED unless all of the below items are completed:

Read Through the Entire Application

Supply ALL Necessary Phone #'s and Addresses requested on the Application

Complete Each Page of the Application and Sign Where Noted

Fill in Each Blank (if Not Applicable, write N/A)

At least 3 years of rental and/or mortgage history is required. In some instances, a Third Party Guarantor will be required if you do not have adequate rental history.

Include a Copy of Your Most Recent Bank Statement which shows the names on the account, number and account balance.

Include Verification of Income: i.e. Employment, Trust Fund, SSI, Financial Aid

Include a Copy of Your Vehicle Registration

Include a Copy of Your Drivers License or Valid State Identification

Pay the \$30.00 Application Fee (and \$30.00 Third Party Fee, if applicable)

Complete the AMERUSA Consent form

FCRA Summary of Rights is yours to keep

Third Party Guarantor Application / Information / Fee