

## **APPLICATION CHECKLIST:**

**Applicant, our goal is to process 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 phone #'s and addresses requested on the Application**
- Complete each page of the Application and sign where noted**
- Fill in each blank on the Application (if not applicable, write N/A)**
- At least 6 months of rental history is required. If you have less than 6 months rental history, a Third Party Guaranty will be required. The Rental History Verification Form needs to be signed whether you have rental history or not.**
- The entire Residence History Section must be completed.**
- Include verification of income: i.e. copy of most recent pay stub or Letter of Employment, Trust Fund, SSI, Financial Aid etc..**
- Include a copy of your valid Vehicle Registration**
- Include a copy of your valid Drivers License or valid State Identification**
- Please ask regarding approval guidelines concerning felonies**
- Pay the \$35 Application Fee (and \$10 Third Party Fee, if applicable)**
- ALL approved applicants MUST BE PRESENT in our office for lease signing!**

**\*\*\*Fischer and Erwin complies with all regulations regarding service animals as required by law. In order to provide you with the proper documentation to be filled out by your Medical provider prior to your move-in date, you, as a prospective tenant, must disclose service animals prior to renting a unit. If the information is not relayed to us prior to the move in date, we will have to do the documentation at the time of move in, which may delay occupancy of animals.**

# Fischer & Erwin Property Management

Physical: 1928 Grand Ave Billings,  
MT 59102  
Mailing:  
PO Box 50925  
Billings, MT 59105

Phone: 406-245-6263  
Fax: 406-245-6264  
Website: [www.fischererwin.com](http://www.fischererwin.com)  
Email: [inquiry@fischererwin.com](mailto:inquiry@fischererwin.com)

## RENTAL APPLICATION

APPLICANT NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

### **RENTING POLICIES & PROCEDURES**

#### **Fischer & Erwin Property Management**

Fischer & Erwin Property 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 properties managed by Fischer & Erwin Property Management 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, Fischer & Erwin Property Management utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below. Fischer & Erwin Property Management strictly adheres to all Fair Housing Laws. We reserve the right not to rent to sex offenders, violent offenders, and/or those charged or convicted of a felony. Reasonable accommodation, reasonable modification and medical verification forms are available upon request.

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 **\$35.00 FEE PER APPLICATION** which covers the cost of processing your application. A Third Party Guaranty From may be 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. The **APPLICATION AND THIRD PARTY GUARANTY FEES ARE NOT REFUNDABLE**. A photo ID will be requested at the time you submit your application.

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, a Third Party Guaranty will be required:

1. **Sufficient Income** - Three (3) times the rental amount per month. Income may be combined by multiple Applicants for the same Dwelling Unit. (Permanent employment of at least 6 months at the same job is preferred). A Third Party Guaranty may not apply to this qualification.
2. **Verifiable Good Credit** - Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** - Fischer & Erwin 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 Fischer & Erwin lies with the Applicant. Fischer & Erwin reserves the right to decline tenancy on the basis of our inability to contact the references provided. (Rental history of 6 months or more is preferred.)
4. **Complete Application** - This seven-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.

Fischer & Erwin 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 Fischer & Erwin 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 Fischer & Erwin Property 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 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 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.

\* Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**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 Fischer & Erwin Property Management. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Fischer & Erwin 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, 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 Fischer & Erwin 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 Fischer & Erwin 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 Fischer & Erwin Property Management, Fischer & Erwin 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 Fischer & Erwin Property 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 Fischer & Erwin 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 Fischer & Erwin 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. **Should you fail to execute your lease agreement, you shall forfeit 75% of your security deposit.**

Fischer & Erwin Property Management welcomes all applicants and supports the precepts of equal access and "Fair Housing." Fischer & Erwin Property 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.

NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND FISCHER & ERWIN PROPERTY MANAGEMENT: Fischer & Erwin Property 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 written request within a reasonable period of time to the "Service Provider" for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the above information for housing purposes, and I have carefully read and I understand this authorization.

**\*\*\*By providing our office with your cell phone, you are giving our office permission to call that phone.**

\* Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## **PERSONAL INFORMATION:**

Applicant's Full Name: \_\_\_\_\_

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

Driver's License # \_\_\_\_\_ Date of Birth \_\_\_\_\_

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)? \_\_\_\_\_ Name(s)? \_\_\_\_\_ Spayed or Neutered? \_\_\_\_\_

Name, Address, and Phone # of Veterinarian \_\_\_\_\_

**Pet photo and veterinarian documentation of breed and tag # needs to be provided at lease signing.**

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

Name of nearest living relative \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Who should we contact in case of emergency? \_\_\_\_\_

Relationship \_\_\_\_\_ Phone \_\_\_\_\_ Full Address \_\_\_\_\_

## **ADDRESS HISTORY:**

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 the lease expiration date? \_\_\_\_\_

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 a suit was filed? Y / N**

**Is there any reason that you would not be able to sign up and maintain utilities services? Y/N**

**Please let us know how you heard of Fischer & Erwin Property Management:**

\_\_\_ Gazette \_\_\_ Referral \_\_\_ Internet \_\_\_ Signage \_\_\_ Other: \_\_\_\_\_

\* Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## CRIMINAL HISTORY

1. Have you or any other intended occupant, including minors, ever been charged (whether 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 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 \_\_\_\_\_
4. Do you have any outstanding warrants? Yes \_\_\_\_\_ No \_\_\_\_\_

## EMPLOYMENT INFORMATION:

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 \_\_\_\_\_

**Please list 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**

## VEHICLE INFORMATION:

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

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Vin #: \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Vin #: \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_ Plate: \_\_\_\_\_

\* Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**MOLD DISCLOSURE**

PROPERTY ADDRESS: \_\_\_\_\_

There are many types of mold. Inhabitable properties are not, and cannot be, constructed to exclude mold. Moisture is one of the most significant factors contributing to mold growth. Information about controlling mold growth may be available from your county extension agent or health department. Certain strains of mold may cause damage to property and may adversely affect the health of susceptible persons, including allergic reactions that may include skin, eye, nose, and throat irritation. Certain strains of mold may cause infections, particularly in individuals with suppressed immune systems. Some experts contend that certain strains of mold may cause serious and even life-threatening diseases. However, experts do not agree about the nature and extent of the health problems caused by mold or about the level of mold exposure that may cause health problems. The Centers for Disease Control and Prevention is studying the link between mold and serious health conditions. The landlord or property manager cannot and does not represent or warrant the absence of mold. It is the tenant's obligation to determine whether a mold problem is present. To do so, the tenant should hire (at the tenant's expense) a qualified inspector and make any contract to rent or lease contingent upon the results of that inspection. A landlord or property manager who provides this mold disclosure statement, provides for the disclosure of any prior testing and any subsequent mitigation or treatment for mold, and discloses any knowledge of mold is not liable in any action based on the presence of or propensity for mold in a building that is subject to any rent or lease.

- If the preceding box is checked, Owner's Agent/Property Manager has knowledge that the building on the property has mold present.

If the Landlord/Property Manager knows a building located on the property has been tested for mold, Landlord/Property Manager has previously provided or with this Disclosure provides the Tenant a copy of the results of that test (if available) and evidence of any subsequent mitigation or treatment.

\_\_\_\_\_  
Owner's Agent/Property Manager \_\_\_\_\_  
Date

ACKNOWLEDGMENT: The undersigned Tenant and Agent/Property Manager acknowledge receipt of this Disclosure and test results (if available) and evidence of subsequent mitigation or treatment.

\_\_\_\_\_  
Tenant/Applicant \_\_\_\_\_  
Date

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**\*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 Fischer & Erwin Property 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 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,

Licensed Property Manager FEPM	DATE	Rental Address
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**RENTAL HISTORY QUESTIONS** **\*\*\*Office Use Only\*\*\***

1. Is the applicant a current tenant? Y / N
2. Are you related to the applicant? Y / N
3. Did the applicant have a lease? Y / N
4. Date applicant moved in \_\_\_\_\_ Moved out \_\_\_\_\_
5. What was the monthly rent? \$ \_\_\_\_\_
6. Did the applicant have a record of paying rent promptly? Y / N
7. If applicant paid late, how many days late? \_\_\_\_\_ How often? \_\_\_\_\_
8. Did you ever begin eviction proceedings against the applicant for nonpayment? Y / N
9. Does the applicant still owe you money? Y / N If yes, how much? \_\_\_\_\_
10. Did the applicant keep the unit clean? Y / N
11. Did the applicant or applicant's family or guests damage the property or common areas beyond ordinary wear and tear?  
Y / N
12. Did the applicant pay for the damage? Y / N
13. Did you keep any of the applicant's security deposit? Y / N  
If yes, how much and why? \_\_\_\_\_
14. 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 \_\_\_\_\_
15. Did the applicant ever create any noise disturbances or disruptions? Y / N  
If yes, describe \_\_\_\_\_
16. Did the applicant ever have anyone other than those named on the lease living in the unit? Y / N
17. Did the applicant ever have any pets in the unit? Y / N If so, were they authorized? Y / N
18. Did the applicant give you proper notice before moving? Y / N
19. Did you ever give the applicant a termination notice? Y / N  
If yes, why? \_\_\_\_\_
20. 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 Fischer & Erwin Property Management.

\* Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_