

**Rainbow Property Management, INC.**  
**1417 13<sup>th</sup> St. West, Billings MT 59102**  
**Telephone: 406-248-9028      FAX: 406-248-4755**  
Website: [www.billingsrpm.com](http://www.billingsrpm.com)

## **Rental application policies and procedures**

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

**A \$35.00 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.

A thirty five dollar (\$35) **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 AmRent, Inc. who can be reached at 1-888-898-6196 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.

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**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.**

In the event that 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. Once an application has been approved, you must sign the appropriate documents and pay the necessary funds when requested.

We are able to process your application more expediently if you provide your references and sources of income (Accurate phone numbers and paycheck stubs, etc.). Contact our office by telephone or fax with your information. **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.**

6) RPM, Inc. reserves the right not to 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, the tenant must provide separate funds for rent and deposit. 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 or money order. Personal checks will not be accepted on move in.**

I have read and understand the rental policies and procedure.

**Initial:** \_\_\_\_\_

**RAINBOW PROPERTY MANAGEMENT, INC**  
**APPLICATION TO RENT**  
**(406) 248-9028**  
**1417 13<sup>th</sup> Street West, Billings, MT 59102**  
**[www.billingsrpm.com](http://www.billingsrpm.com) and (406) 248-4755 fax**

**SECURITY DEPOSIT AND RENT DUE UPON APPROVAL OF APPLICATION**

**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:** \_\_\_\_\_

**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.**

**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.**

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**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 \$35.00 (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 of 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.**

**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: \_\_\_\_\_ Time: \_\_\_\_\_ Signature: \_\_\_\_\_

For Office Use - Copy of Picture I.D. \_\_\_\_\_