



78 East Park Street Butte, Montana 59701
Tel: 406.723.1219
Fax: 406.565.5669
info@silverbowpropertymanagement.com
www.silverbowpropertymanagement.com



Personal Rental Application

Checklist: All items on this check list must be completed for your application to be approved.

Write your name and the addresses you're interested in:

Applicant Name: _____ Property Address(es):

(Office Use Only)

Received on ____/____/____

Screened On ____/____/____

Screened by: _____

Approved On: ____/____/____

Maximum rent amount \$ _____

Denied On: ____/____/____

Approved/Denied By: _____

Read through the entire application. **Leave no blanks**; Complete each page of the application and sign where noted, **incomplete applications will not be approved.** (if not applicable, write N/A).

Include verification of income or reserves you would like us to consider. **All sources of income must be proven with appropriate documentation.**

W2 Income – pay stubs

Self Employment Income - Your last two tax returns

Assistance Income - check stubs from: SSI, trust fund allowance, unemployment, disability, financial aid, alimony, child support, etc.

Financial Reserves – Account Statements

Include a copy of your most recent bank statement which shows the names on the account and the balance.

Include a copy of your valid driver's license or other valid government-issued photo identification.

The Application Fee in the form of a personal check for **Twelve Dollars (\$12.00)** payable to Silver Bow Property Management, LLC.

Include a picture of any pets, along with their complete vaccination records, that will be living at the unit. N/A

If you are a current or former homeowner include the last mortgage statement for each property listed in your residential history. N/A

Please let us know how you heard of Silver Bow Property Management, LLC:

MT Standard – Butte Weekly - Mini-Nickel - Radio Advertisement - Internet - Signage - Word of Mouth

Other: _____

Referred by: _____ Mailing Address: _____

**** For fastest processing include email addresses and facsimile numbers wherever possible. ****



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Application Processing:

Silver Bow Property Management, LLC 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.

For fastest processing include email addresses and facsimile numbers wherever possible. Applicants are encouraged to notify their references prior to submitting the application to confirm contact information and to ensure their cooperation. Applications will not be "pre-screened" outside the standard process under any circumstances, and incomplete or falsified applications may be rejected without further notice. We cannot guarantee any unit you have seen to be available by the time your application is processed.

Silver Bow Property Management, LLC welcomes all applicants and supports the precepts of equal access and "Fair Housing". Silver Bow Property Management, LLC 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.

Important Information Prior to applying:

- **Each applicant residing in the unit over the age of 18 must fill out an individual application.**
- Silver Bow Property Management charges **Twelve Dollars (\$12.00)** application fee **per applicant**. The fee for a Third Party Guarantee is an additional **Twenty Dollars (\$20.00)**. This fee is to cover all cost associated with processing your application. **The application and third party guarantee fees are non-refundable.**
- **All applications become the property of Silver Bow Property Management and will not be returned. Should you need more space to complete a section simply make a copy of the page needed and attach to application.**
- We do not currently accept "Section 8" or other public housing assistance vouchers that require an addendum to our Rental Contract.
- Six (6) month Rental Contracts are required unless the Applicant chooses to pay the elevated monthly rate.
- Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within thirty (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. **In the state of Montana all deposits are fully refundable. Non-refundable deposits are illegal.**
- There is an occupancy limit of two (2) persons per bedroom. This limit is set by the Department of Housing and Urban Development.
- **Units that allow pets require an additional Security Deposit of three hundred and fifty dollars (\$350.00) per pet and additional rent of thirty five dollars (\$35.00) per month/per pet.** Please be aware that only select properties allow pets and the presence of unauthorized pets in a Unit is grounds for collection of additional fees and/or three day termination of lease under our standard Rental Agreement. In order to maintain our liability insurance coverage we cannot allow dangerous pets (such as spiders and many kinds of snakes), illegal pets (as banned by state, local law and federal law), pet species known for their aggression (such as pit-bulls or biting fish), or pets that display destructive behavior (such as chewing, scratching or uncontrolled urinating). We DO NOT accept pets under 6 months of age.
- **The check list must be completed for your application to be approved.**
- Falsified applications discovered after tenancy is established will result in eviction proceedings.



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General Policy Summary

This is a summarization of relevant sections of the Silver Bow Property Management, LLC ("Company") policy and procedure manual.

Applications and Screening

Silver Bow Property Management thanks you for looking to us for assistance with your residential housing needs. We feel we have an obligation to ensure that properties managed by Silver Bow 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, Silver Bow Property Management utilizes a thorough screening process of all applicants for tenancy based on a set of objective criteria listed below.

Our goal is to process your application within 24 hours. To help us maintain this goal please make sure you complete the application in its entirety. Applications received with incomplete information will be rejected.

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

- **Recoverable Records and Reachable References** – Silver Bow Property Management will make a reasonable attempt to contact all references including previous landlords, employers, parole officers, personal references, and/or mortgage holders submitted by Applicant; however, the ultimate responsibility for supplying this information to Silver Bow Property Management lies with the Applicant. Silver Bow Property Management reserves the right to decline tenancy on the basis of our inability to contact the references provided. Silver Bow Property Management will also attempt to collect all public or otherwise accessible records including records of an applicant's criminal history. If such a history is disclosed and no records can be found, it is incumbent upon the Applicant to provide them.
- **Deep Background Check** - Silver Bow Property Management will attempt to contact references and collect records on the Applicant not included in the application. Those will be considered as part of the application.
- **Positive References and Records** - The overall impression obtained from the references, records and the application must be clearly positive in nature. Silver Bow Property Management understands individuals with troubled pasts can make amends and redeem their credibility; therefore, not all information provided must be of a positive nature. The application will be considered as a whole and must suggest a positive, trouble-free future tenancy is likely.
- **Complete Application** - This application must be completed in its entirety including the submission of any applicable fees. Failure to complete the entire application may delay processing or result in a denial of the application.
- **Fitness to Contract** - All Applicants must be able to enter a legal and binding contract for a multiple month period.
- **Rental Contract Term:** Six (6) month Rental Contracts are required unless the Applicant chooses to pay the elevated monthly rate.
- **Sufficient Income or Fiscal Reserves** - Three times the rental amount per month is needed as income. Multiple applicants applying jointly for the same Unit may combine income. (Permanent employment or a stable income history of at least four months is strongly preferred). Fiscal reserves of three times six month's rent will be needed for unemployed applicants. Self-employed applicants may include two prior year's tax returns as proof of income. Proof of income or fiscal reserves can be waived with a Third Party Guarantee.
- **Suitability** - Any applicant who may constitute a direct threat to the health and safety of an individual, the complex, neighborhood, or the property of others will be denied.

Third Party Guarantees:

If you are financially supported by someone other than yourself, if you have poor/no credit, or you have no rental history you will also need a co-signer to complete a Third Party Guarantee Form. Third party guarantors are subject to a background check at the cost of the Applicant. A photo ID will be requested at the time you submit your application.



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Personal Rental Application Applicant's Disclosure Agreement

I, the undersigned Applicant, declare that the information contained in this Rental Application is true, complete, and correct, and that I understand and agree 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 Silver Bow Property Management, LLC. I, the undersigned, specifically authorize and direct any and all persons or entities named by myself, the Applicant, herein to receive, provide, and exchange with Silver Bow Property Management, LLC, it's principals, agents and employees, any information pertaining to the undersigned Applicant, 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 Silver Bow Property Management, LLC, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that Silver Bow Property Management, LLC 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, Silver Bow Property Management, LLC, in its sole discretion and determination, 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 Guarantee are an integral part of the Rental Contract and will be used in conjunction with all legally binding documents and/or agreements. After executing a rental contract with Silver Bow Property Management, LLC, 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 numbers, financial and employment information within 48 hours.

I understand that Silver Bow Property Management, LLC 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 Silver Bow Property Management, LLC 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.

I understand that I have the right to make written request within a reasonable period of time to Silver Bow Property Management, LLC for additional information concerning the nature and scope of investigation. I acknowledge that I have voluntarily provided the included information for background verification purposes, and I have carefully read and understand this authorization.

Applicant Signature: _____ Date: _____ Time: _____



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Personal Rental Application Agency/Non-Agency Disclosure Acknowledgement and Agreement Form

- Silver Bow Property Management, LLC (the "Company") is acting as Landlord in this transaction and is leasing or subleasing this property to Tenants. All parties acknowledge and agree the Company is either a principle party or Owner's Agent. **The Company is not an Agent for the Tenant.** C. Max Detjens and Jessica Johnson of Silver Bow Property Management, hold active Montana Property Management Licenses.
- The Company will negotiate on the behalf of the Company and any owner with which it has an active property management agreement, or other agency relationship. The Company will not act as an advocate for any other entity in this transaction.
- The Company shall disclose to Tenant all adverse material facts about the property actually known by the Company (subject to any limitations in the MCA)
- The Company requires, per the Company's policy and procedure manual, that a copy of this disclosure be signed by each Tenant applicant and returned to the Company before any action will be taken to process this application. (All applicants may jointly sign one copy of this form keeping all additional copies for their records.)
- The Applicant may request a disclosure of true nature of the relationship between the Owner and the Landlord in writing.

I acknowledge that I have read this form (and received a copy if desired), understand its meaning and agree to be bound by it in its entirety. I agree to look solely to the Company, as acting landlord of the property, and to hold all other parties harmless should any conflict or other problem involving the property offered for rent arise either now or in the future.

X_____



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Personal Information:

Basic Information:

Full Name: _____
 Social Security #: _____-_____-_____
 Date of Birth: ____/____/____
 Driver License #: _____
 State issued _____

Home: () _____
 Cell: () _____
 Work: () _____
 Facsimile: () _____
 Email Address: _____

NOTE: Must include photocopy of License, with application.

Length of Desired Occupancy: _____

Other names used in the last three (3) years: _____

What is the best way to contact you regarding this application? [] Email; [] Phone; [] In writing

Have you ever applied for residency with Silver Bow Property Management before? Yes / No If so, when? _____

Other Persons:

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

Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____
Name: _____	Date of Birth: _____	Relationship: _____

*The nature of your relationship will not affect your application. We collect this information so that we are best able to respectfully and appropriately address you.

I am looking for a(n):

[] Apartment; [] House; [] Any

	I Need	I Want
A fenced yard	[]	[]
A garage	[]	[]
RV parking	[]	[]

I need at least ____ bedrooms and don't need more than ____

My budget is up to \$_____ a month.

I would like to start renting between ____/____/____ and ____/____/____

I am looking for a place: [] Uptown, [] Close to Tech, [] Close to the Hospital, [] the Flats

I am also looking for: _____

Qualification:

The following two options are made available to all applicants:

First Option: Applicants desiring to live together as a single housekeeping unit may elect to qualify for tenancy as a group.

Second Option: Each applicant may elect to qualify for tenancy individually. *Note: Silver Bow Property Management has the right to immediately terminate the rental contract when any one member of that group vacates the property. All applicants desiring to live together must choose the same option.*

[] We elect the first option (Group); [] We elect the second option. (Individual)



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Residential History:

Provide us your residential history over the last three (3) years. Applicants who do not have an adequate rental history will be asked to provide a Third Party Guarantee. If the address listed was owned by you then include the last mortgage statement with this application.

Current Address: _____
 City: _____ State: _____ Zip: _____
 Month/Year Moved In: ____/____
 Month/Year Moved Out: ____/____
 Are you leaving on good terms? [] Yes [] No
 Reasons for Leaving: _____
 Monthly Rent: _____
 Type: [] House; [] Apartment; [] Condo
 [] Mobile Home; [] Duplex/4-plex [] Other
 Owner/Landlord: _____
 Phone: () _____
 Fax: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____

Address: _____
 City: _____ State: _____ Zip: _____
 Month/Year Moved In: ____/____
 Month/Year Moved Out: ____/____
 Are you leaving on good terms? [] Yes [] No
 Reasons for Leaving: _____
 Monthly Rent: _____
 Type: [] House; [] Apartment; [] Condo
 [] Mobile Home; [] Duplex/4-plex [] Other
 Owner/Landlord: _____
 Phone: () _____
 Fax: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____

Address: _____
 City: _____ State: _____ Zip: _____
 Month/Year Moved In: ____/____
 Month/Year Moved Out: ____/____
 Are you leaving on good terms? [] Yes [] No
 Reasons for Leaving: _____
 Monthly Rent: _____
 Type: [] House; [] Apartment; [] Condo
 [] Mobile Home; [] Duplex/4-plex [] Other
 Owner/Landlord: _____
 Phone: () _____
 Fax: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____

Address: _____
 City: _____ State: _____ Zip: _____
 Month/Year Moved In: ____/____
 Month/Year Moved Out: ____/____
 Are you leaving on good terms? [] Yes [] No
 Reasons for Leaving: _____
 Monthly Rent: _____
 Type: [] House; [] Apartment; [] Condo
 [] Mobile Home; [] Duplex/4-plex [] Other
 Owner/Landlord: _____
 Phone: () _____
 Fax: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____
 Roommate or Other Occupant:
 Name: _____
 Phone: () _____
 E-Mail: _____



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Financial Information:

Applicants who do not have an income of three times the monthly rent will be asked to provide a Third Party Guarantee or pay the first six (6) months in advance or show reasonable proof of ability to pay. That third party will be liable for the rental contract should the Applicant fail to pay. Third Party Guarantors will be subject to a credit check at the Applicant's cost. **All sources of income must be documented.** Choose the appropriate form – pay stubs, tax returns, check stubs, bank statements, etc.

Employer:

Your Status: Full Time [] - Part Time []
 Student []
 Position: _____
 Dates employed:
 from: _____ to: _____
 Monthly Gross Pay: _____
 Monthly Take Home: _____

Employer: _____
 Supervisor Name: _____
 Phone: () _____
 Facsimile: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail _____

Employer:

Your Status: Full Time [] - Part Time []
 Student []
 Position: _____
 Dates employed:
 from: _____ to: _____
 Monthly Gross Pay: _____
 Monthly Take Home: _____

Employer: _____
 Supervisor Name: _____
 Phone: () _____
 Facsimile: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail _____

Employer

Your Status: Full Time [] - Part Time []
 Student []
 Position: _____
 Dates employed:
 from: _____ to: _____
 Monthly Gross Pay: _____
 Monthly Take Home: _____

Employer: _____
 Supervisor Name: _____
 Phone: () _____
 Facsimile: () _____
 Address: _____
 City: _____ State: _____ Zip: _____
 E-mail _____

Have you declared bankruptcy in the past seven (7) years? [] Yes, [] No
 Have you ever been evicted from a rental residence? [] Yes, [] No
 Have you had two or more late rental payments in the past year? [] Yes, [] No
 Have you ever willfully or intentionally refused to pay rent when due? [] Yes, [] No



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Income qualification worksheet - Please fill out this worksheet and provide written proof in the form of statements, check stubs, account printouts, letters of intent, or other forms of written documentation.

Please state income in terms of Months; Weekly paycheck multiply by 4. Quarterly payments divide by 3 and so on.

Wages, Tips Etc. _____ \$ _____ (Per Month)

_____ \$ _____ (Per Month)

_____ \$ _____ (Per Month)

_____ \$ _____ (Per Month)

_____ \$ _____ (Per Month)

Total income per month \$ _____ **(A)**

Non payment sources of Income, such as Checking, savings, or retirement accounts, please provide documented proof of stated financial reserves.

Savings Account _____ \$ _____

Checking Account _____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

(Divide by number of months for desired lease term, 6 month minimum) \$ _____ / _____ = \$ _____ **(B)**

Add each total together
 \$ _____ **(A)** + \$ _____ **(B)** = \$ _____ **(C)**

Total rental allowance

Total monthly income divided by (3) three.

\$ _____ **(C)** / 3 = \$ _____ **This is your allowable monthly rent, If you are applying as a group with other applicants listed in the application, this number will be added to your prospective roommates allowance for a total.**

Reoccurring Expenses:

List financial obligations (include student loans, credit cards, auto or home loans, child support, etc.)

1) _____ \$ _____ / Mo

2) _____ \$ _____ / Mo

3) _____ \$ _____ / Mo

4) _____ \$ _____ / Mo

If you do not otherwise qualify, are you willing to:

- submit a Third Party Guarantee.
- remit six (6) months of rent in advance.



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Applicant agrees that if, for any reason, Applicant becomes delinquent in rents or other charges, Landlord is hereby authorized to use Applicant's account information to collect those delinquent payments and authorization is hereby given. Applicant also agrees that all credit information maintained by Landlord may be given to any credit reporting service or other persons on who request it and that Landlord will be held harmless. Applicant hereby certifies that the information given in this application is true and correct. Applicant understands that any false answers or statements made will be sufficient grounds for termination and eviction.

Silver Bow Property Management and its agents are hereby authorized to obtain credit reports, a vehicle operation history and criminal history on Applicant using various state and private sources along with any other public records available. **Applicant understands and agrees that Applicant will not receive copies of any credit reports obtained.**

Applicant authorizes present and past landlords, employers, banks, credit references, personal references and any other person to release information regarding Applicants credit, rental, employment and or/criminal histories. A copy of this authorization may be accepted as an original.

If Applicant desires to return the application by fax, he/she may fax to 406.565.5669. Otherwise return application to the main office at 78 East Park Street, Butte, Montana 59701; or email to applications@silverbowproperties.com.

By signing bellow you verify that you have read the entirety of this application, completed the application in full and that all the information included is correct as of the date of this signing.

Sign: _____ Print: _____ Date: _____

Special Requirements:

Do you have any special needs or requirements that we need to be aware of? Yes, No

If yes, please describe:

Automobile Information:

Make _____	Model: _____	VIN #: _____
Year: _____	Color: _____	Plate: _____
Make _____	Model: _____	VIN #: _____
Year: _____	Color: _____	Plate: _____

Smoking:

Do any of the people who will be residing in this unit smoke? Yes, No



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Personal References (Non-Family):

Please provide references who have known you for more than six (6) months.

Name: _____
 Address: _____

Name: _____
 Address: _____

Phone: () _____

Phone: () _____

Facsimile: () _____

Facsimile: () _____

E-mail _____

E-mail _____

Relationship: _____

Relationship: _____

Emergency Contacts (Family Okay):

Name: _____

Name: _____

Address: _____

Address: _____

Phone: () _____

Phone: () _____

Facsimile: () _____

Facsimile: () _____

E-mail _____

E-mail _____

Relationship: _____

Relationship: _____

Do you wish to rent any of the following?

Washer and Dryer Set - For you can rent a washer dryer set. Normal service and installation of the washer and dryer set is included. Only available with units that have existing washer/dryer hookups.

Pets:

List the pets that you wish to reside in the dwelling unit with you. You must describe the pet's history. Any discovered omissions of incidents regarding damage or harm will result in eviction. **Additional rent of thirty five dollars (\$35) per pet per month and additional security deposit of three hundred and fifty dollars (\$350) per pet is required.** 50% or greater mix breed of the following breeds of dog are not permitted.

Pit Bills (including Staffordshire), Rottweilers, German Shepards, Siberian Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chow, and Presa Canario (American Bulldog)

I currently do not intend on having any pets reside with me.

To have a pet you must include proof of renters insurance at time of lease signing.

Animal Name: _____ Species: _____ Breed: _____ Age: _____

Gender: Male, Female Weight: _____ Is a Service Animal; Is Spayed/Neutered

Pet History: _____

***Required** Include photo of pet, license & proof of vaccinations.

Animal Name: _____ Species: _____ Breed: _____ Age: _____

Gender: Male, Female Weight: _____ Is a Service Animal; Is Spayed/Neutered

Pet History: _____

***Required** Include photo of pet, license & proof of vaccinations.



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Criminal History:

Have you or any other intended occupant, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or "no contest" to a felony? Yes, No

If yes please explain _____

Have you or any other intended occupant, ever been convicted of or pleaded guilty or "no contest" to any misdemeanor whether or not resulting in a conviction? Yes, No

If yes please explain _____

Are you or any other intended occupant, required to register as a Violent or Sex Offender in any jurisdiction?

Yes, No

If yes please explain _____

Are you a current drug user? Yes, No

Are you a former drug user? Yes, No

Are you in a treatment program? Yes, No

If you answered yes to any of the prior three questions please explain: _____

Parole Officer or ARC Supervisor:

Name: _____ Division: _____ Phone: _____

Additional Questions:

- Have you ever broken a rental agreement or lease? (if yes explain below) Yes; No
- Do you know of anything which might interrupt your income or ability to pay rent? (if yes explain below) Yes; No
- Rent is due on the day you select between the 1st and 10th of every month. Are you able to fulfill this requirement? (if not explain below) Yes; No. What day do you select (between the 1st and 10th)? _____
- Do you plan to conduct any commercial business from the residence? (if yes explain below) Yes; No

Additional Information:

List any additional information you think will help us process your application (attach additional information if necessary)



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Rental Reference Request

Applicant Release: By my signature below, I hereby authorize the release of the information requested on this application to Silver Bow Property Management, LLC. This release may be disseminated to landlords and other references. A copy of this authorization may be accepted as an original.

*Applicant Signature _____ Date _____

*Applicant Name printed: _____

Applicant: Do not write below this line! Landlord use only!

To: _____ Fax: _____ - _____ - _____ Phone: _____ - _____ - _____

Email: _____

The applicant named above has made an application for a property managed by Silver Bow Property Management, LLC. 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 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 above, 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 application. Your prompt cooperation is appreciated.

Address: _____ Tenant Has Already Moved Out: Yes, No

Move In Date: ___/___/___ Move Out Date: ___/___/___ What was the monthly rent? \$ _____

Proper Notice Given by Tenant?: Yes, No Current/Final Status of Tenant: Good; Default

Names of other occupants Applicant resided with _____

1. Would you rent to this Applicant again? Yes, No

Why or why not? _____

2. Are you related to the Applicant? Yes, No

3. Did the Applicant have a written lease? Yes, No

4. Did the Applicant have a record of paying rent promptly? Yes, No

5. If Applicant paid late, how many days late? _____ How often? _____

6. Did you ever begin eviction proceedings against the Applicant for nonpayment? Yes, No

7. Did the Applicant or Applicant's family, guests, or pets damage the property or common areas beyond ordinary wear and tear? Yes, No

8. Did you ever give the Applicant a termination notice for any reason? Yes, No

If yes, why? _____

9. Did you keep any of the Applicant's security deposit? Yes, No

If yes, how much and why? _____

10. Does the Applicant still owe you money? Yes, No

If yes, how much? _____

11. Did the Tenant keep the unit clean during and before ending tenancy His or Her tenancy? Yes, No

Comments _____

12. Was the Tenant prompt at notifying you of maintenance issues? Yes, No

13. 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? Yes, No

If yes, describe _____

14. Did the Applicant ever create any noise disturbances or disruptions? Yes, No

If yes, describe _____

15. Did the Applicant ever have anyone other than those named on the lease living in the unit? Yes, No

16. Did the Applicant ever have any pets in the unit? Yes, No

If so, were they authorized? _____ Yes, No

17. If possible, please fax a copy of the Applicant's old application with your company to 406-565-5669

18. OTHER COMMENTS: Additional comments on attached pages.

INFORMATION PROVIDED AND VERIFIED BY: (Print Name) _____ Title _____

Name: _____

Address _____ Phone _____

Email _____



78 East Park Street Butte, Montana 59701
 Tel: 406.723.1219
 Fax: 406.565.5669
 info@silverbowpropertymanagement.com
 www.silverbowpropertymanagement.com



Personal Rental Application

Rental Reference Request

Applicant Release: By my signature below, I hereby authorize the release of the information requested on this application to Silver Bow Property Management, LLC. This release may be disseminated to employers and other references. A copy of this authorization may be accepted as an original.

*Applicant Signature _____ Date _____
 *Applicant Name printed: _____

Applicant: Do not write below this line! Employer use only:

To: _____ Fax: ____ - ____ - _____ Phone: ____ - ____ - _____
 Email: _____

The applicant named above has made an application for a property managed by Silver Bow Property Management, LLC. 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 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 above, 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 application. Your prompt cooperation is appreciated.

Start Date: ___/___/___ End Date: ___/___/___ Rate of pay:\$ _____

1. Are you related to the Applicant? [] Yes, [] No
2. How many hours in a typical week does/did the Applicant work? _____
3. Does/Did the Applicant cause any disturbances at the place of business? [] Yes, [] No
4. Have you ever had to take disciplinary actions against the Applicant? [] Yes, [] No
 If yes, describe _____
5. Did the Applicant ever threaten the welfare, health or safety of other employees, become violent, or engage in criminal or drug-related activities? [] Yes, [] No
 If yes, describe _____
6. Does the Applicant owe you money? [] Yes, [] No
 If yes, how much? _____
7. Did the Applicant represent your business well? [] Yes, [] No
8. Did the Applicant cause any malicious damage to your business or business property? [] Yes, [] No
9. If so, did the Applicant pay for the damage? [] Yes, [] No
 If yes, describe _____
10. Was the Applicant terminated? [] Yes, [] No
 If yes, why? _____
11. If the Applicant no longer works for you, would you employ this Applicant again? [] Yes, [] No
 Why or why not? _____
12. If the Applicant no longer works for you, did they give proper notice of termination? [] Yes, [] No
 Why or why not? _____
13. If the Applicant currently works for you, do you plan on retaining him/her for the foreseeable future? [] Yes, [] No
 Why or why not? _____
14. Is the Applicant's employment contingent on the continuation of a government program? [] Yes, [] No
15. If you owned rental property would you rent to applicant?
 Why or why not? _____
16. If possible please fax a copy of the Applicant's employment application with your company to 406-565-5669
17. OTHER COMMENTS: [] Additional comments on attached pages.

INFORMATION PROVIDED AND VERIFIED BY: (Print Name) _____ Title _____
 Name: _____
 Address _____ Phone _____
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*Applicant Signature _____ Date _____

*Applicant Name printed: _____

Applicant: Do not write below this line! Reference use only:

To: _____ Fax: _____ - _____ - _____ Phone: _____ - _____ - _____

Email: _____

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1. What is your relationship to Applicant? [] Landlord; [] Family; [] Other: _____

2. How long have you known the applicant? _____

Does the applicant owe you any money? _____

[] Yes, [] No

If yes, how much? _____

3. How does the applicant keep their house? Car? _____

4. Did the Applicant ever threaten the welfare, health or safety of others, become violent, or engage in criminal or drug-related activities? _____

[] Yes, [] No

If yes, describe _____

5. Who else lives with the Applicant? _____

Are they moving with the Applicant? _____

[] Yes, [] No

6. Tell me about the Applicant's pets. _____

7. Did you know the Applicant was moving? _____

[] Yes, [] No

If yes, why is applicant moving? _____

8. If it was needed for the Applicant to get approved would you sign a 3rd party guarantee? _____

[] Yes, [] No

Why or why not? _____

9. If you had a property for rent would you rent to the Applicant? _____

[] Yes, [] No

Why or why not? _____

10. Would you trust the Applicant to house sit _____ ?

[] Yes, [] No

Why or why not? _____

11. Who else should I talk to? Who knows them pretty well? Contact info? _____

12. OTHER COMMENTS: [] Additional comments on attached pages.

INFORMATION PROVIDED AND VERIFIED BY: (Print Name) _____ Title _____

Address _____ Phone _____

Email _____