

****Recommend completion in Adobe as document can be digitally signed****

Ink Realty Group Rental Application Process

Tenant must clearly fill out application, sign and submit to the Landlord via email at frontoffice@inkmt.com or deliver to [148 South Avenue West](#). Applications will be processed in a timely manner and applicant will be notified of application status.

The Landlord supports fair housing, ADA (American Disabilities Act) and human resource council. We do not discriminate against a person because of marital status, sex, race, religion, age, familial status, color, national origin, physical or mental challenged persons.

Applications are accepted and approved based on the following criteria:

- Sufficient income- approximately 3 times the monthly rental amount. Combined income of an applicant is acceptable. Full time employment of 6 month is preferred.
- Verifiable good credit- confirmation of credit references as well as a Credit Bureau report will be obtained.
- Previous rental history- Good standing with previous landlord(s). It is important to provide accurate names and phone numbers to contact.

All applications require:

- A \$40.00 non-refundable application fee, which is applicable to any of GLORIA'S rental units IF YOU DON'T PROVIDE YOUR OWN CREDIT REPORT WITH CREDIT SCORE PULLED WITHIN 60 DAYS OF APPLYING OR a \$20.00 non-refundable application fee IF YOU PROVIDE A CREDIT REPORT WITH YOUR CREDIT SCORE PULLED WITHIN 60 DAYS OF APPLYING
- A copy of your driver's license

Rental properties are approved on a first approved basis, so it is important to accurately fill out your application.

We cannot guarantee a rental unit you have applied for or were shown while you application is being processed.

Pro-rated rent, first month's rent, and security deposits must be paid by cashier's check, money order, or cash only. If you should decide not to rent the property you've applied for, your security deposit will not be refunded. The pro-rated rent or first month's rent, and security deposit must be paid before moving into the unit.

Leasing agents and property managers will be available to answer any questions regarding the application process, rental agreement, or other pertinent information regarding the rental application approval process. Property Management wants to make sure that you understand what you are reading and signing. If not, please ask!

Applications become the property of the Landlord. Should the applicant decide not to rent the rental unit once the application is approved, the applications will remain the property of the Landlord.

Thank you for the opportunity to assist you in your rental unit. We value you as a customer and look forward to servicing your property management needs.

Applicant Name: _____

Applicant e-mail contact: _____

This application is for the following address: _____

Ink Staff Only:

Date Submitted: _____ Fee Paid Date: _____ Date Processed: _____ Staff Initial _____

Ink Realty Group Rental Application

Personal Information

Full name: _____

Previous Name: _____

Date of Birth: _____

Social Security Number: _____

Phone Number: _____

Email Address: _____

Address of property applying for: _____

Preferred move-in date : _____

Do you have pets? Yes _____ If so, fill out the Pet Profile form. No _____

Do you smoke inside _____ or outside _____?

Names of persons other than the above applicant who will be residing in the unit:

Vehicle(s):

Make/Model

Color

License Plate

1. _____

2. _____

Source(s) of Income

List all sources of income you wish to have considered in the evaluation of your application.

Source

\$ per week/month

Phone Number

1. _____

2. _____

Background Information

Are you required to register a **sexual** offender? Yes _____ No _____

Are you required to register a **violent** offender? Yes _____ No _____

Have you or any member of your household ever been convicted of, plead guilty, or plead no contest to a misdemeanor involving sexual misconduct? Yes _____ No _____

Are you a registered felon? Yes _____ No _____

Rental History

We require two rental references **or** 2 full years of rental history, whichever is greater.

If you do not have any previous rental history, you will need a co-signer and they will need to fill out the Co-Signer Agreement.

Present Address: _____

Property Manager/Landlord: _____

Phone: _____

Move in date: _____ Move out date: _____

Previous Address: _____

Property Manager/Landlord: _____

Phone: _____

Move in date: _____ Move out date: _____

Previous Address: _____

Property Manager/Landlord: _____

Phone: _____

Move in date: _____ Move out date: _____

Emergency Contact Information

Name: _____

Relationship: _____

Number : _____

Verification of Listed Information

I hereby verify that all of the above information is true and correct. I hereby verify I am 18 years or older, or otherwise competent to enter into a binding rental contract, and I understand that I will be fully responsible for terms of the rental contract. In the event this application is approved and I desire to rent the property, I agree to sign a residential lease agreement and a statement of conditions regarding the property.

Signature: _____

Date: _____

Authorization to Release Information

I, _____
(Applicant's name)

have submitted an application to **Ink Realty Group**

I give my permission:

To my current and former employers to release any information about my employment history and income history to the above named company;

to my current and former landlords to release any information about my rental history to the above named company;

to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above named company;

to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above named company and

to the above named company to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain criminal background information about me.

Applicant's Signature

Date



148 South Ave. W.
Missoula, MT 59801

406-728-8270