



3011 American Way
PO Box 17426
Missoula, Montana 59808
Phone (406) 532-9300
Fax (406) 532-9600
E Mail: forrent@montana.com

COMMERCIAL/BUSINESS APPLICATION

APPLICANT NAME: _____

PROPERTY ADDRESS: _____

RENTING POLICIES & PROCEDURES

FLR Partnership, LLP - dba Real Estate Management Group

In order for your application to be considered you must meet the following requirements:

1. **Sufficient Income** -Three times the rental amount per month.
2. **Verifiable Good Credit** – Credit references will be contacted, so please provide telephone numbers. Credit reports will be checked with a national credit bureau.
3. **Good Previous Rental History** – We will verify rental history with your two previous landlord(s). You must provide names and telephone numbers of prior landlord(s). Applications will not be approved if we cannot contact your prior landlord(s) or mortgage holder(s).

There is a **\$65.00 FEE PER APPLICATION** which covers the handling of your application and cost of your credit report. **THIS FEE IS NOT REFUNDABLE** and is due when the application is submitted.

REMG makes every effort to process commercial applications within 72 hours of submission; however, processing can take longer. Applicants are encouraged to check on the status of an application, particularly if you have not received a response from REMG within 72 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 Real Estate Management Group.

We cannot guarantee any unit you have seen to be available by the time your application is processed. Commercial properties are leased to the first approved applicant with the full security deposit paid. A security deposit will not be accepted until the 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. **THE SECURITY DEPOSIT AND FIRST MONTH’S RENT MUST BE PAID BY CASHIER’S CHECK OR MONEY ORDER.** Subject to the terms and conditions of your Rental/Lease 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.

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 properties managed by Real Estate Management Group. The undersigned specifically authorizes and directs any and all persons or entities named by Applicant herein to receive, provide, and exchange with Real Estate Management Group, its 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 Real Estate Management Group, its principals and/or the owner(s) of any property which I am applying to occupy.

I further understand and agree that REMG 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 Real Estate Management Group, REMG 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 Real Estate Management Group, 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 Real Estate Management Group 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 the property for which application was made.

Beginning at the time that I tender a deposit for a property which I intend to lease, and REMG 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.

Real Estate Management Group welcomes all applicants and supports the precepts of equal access and "Fair Housing." Real Estate Management Group will not refuse access to any property, 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 REAL ESTATE MANAGEMENT GROUP: Real Estate Management Group 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.

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

Received by: _____ **Date** _____ **Time** _____

BUSINESS INFORMATION:

Business Name: _____

FEIN Number: ____ - _____ E-mail Address: _____

Current Phone #: _____ Cell Phone #: _____

Who should we contact in case of an emergency? _____

Relationship: _____ Phone: _____ Address: _____

Please circle which one of the following applies: **Corporation** **Sub S. Corp.** **Partnership** **Limited Liability Comp.** **Sole Prop.**

LEASE/RENTAL HISTORY:

Present Address: _____ How long at this address? _____

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

Reason for Moving _____

Is your lease expired? Y / N If not, when does your lease expire? _____

Previous Address: _____ How long at this address? _____

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

Reason for Moving _____

BANKING & CREDIT INFORMATION:

Bank Name: _____ Checking Acct. # _____

Bank Contact / Loan Officer: _____ Savings Acct. # _____

Credit Card & Acct. # _____ Telephone _____

Current Balance/Payment Plan \$ _____

Credit Card & Acct. # _____ Telephone _____

Current Balance/Payment Plan \$ _____

Have you ever filed Bankruptcy? Y / N If yes, when? _____ Are there any collections or judgments against you? Y / N

If yes, list specifics of collections and judgments: _____

Auto loan? Y / N Monthly payment: \$ _____

Please list other financial obligations: _____

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:** _____ **Date:** _____

INTENDED OCCUPANT INFORMATION:

Name of Occupant 1: _____

Other name(s) used, if any: _____

Present Address: _____ Current Phone#: _____

City: _____ State: _____ Zip: _____ Cell Phone#: _____

Name of Occupant 2: _____

Other name(s) used, if any: _____

Present Address: _____ Current Phone#: _____

City: _____ State: _____ Zip: _____ Cell Phone#: _____

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

If yes, please describe _____

AUTOMOBILE INFORMATION:

Please provide the following information for the automobiles that will be parked at the property:

Make _____ Model _____ Year _____ Color _____ Lic# / State: _____

Make _____ Model _____ Year _____ Color _____ Lic# / State: _____

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 _____

*Applicant Signature: _____

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 Real Estate Management Group. 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,

Real Estate Management Group	Date	Past Address
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RENTAL HISTORY QUESTIONS

1. Is this the social security number you have on file for this applicant? Y / N
 SS# _____
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 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 Real Estate Management Group.

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

APPLICATION CHECKLIST:

Applicant, please remember to:

- ___ Read Through the Entire Application**
- ___ Supply ALL Necessary Phone #'s and Addresses**
- ___ Complete Each Page of the Application and Sign Where Noted**
- ___ Fill in Each Blank (if Not Applicable, write N/A)**
- ___ Include a Copy of Your Most Recent Bank Statement or Financial Statement**
- ___ Include a Copy of Your Vehicle Registration for vehicles listed**
- ___ Include a Copy of Current Photo Identification for Intended Occupants**
- ___ Pay the \$65 Application Fee**