



Application Policies and Procedures

- ◆ Once you have selected and decided on a rental you must fill out the application form completely and provide copies of any requested information. We will try to have your application processed within 24 hours. Failure to complete the entire application and falsified information may result in denial of application.
- ◆ Each person over the age of 18 who intends to reside in subject residence must submit a separate rental application.
- ◆ If you are financially supported by someone other than yourself or if any of the three minimum requirements below are not met, you may be requested to have a Third Party Guaranty.
- ◆ There is a \$30.00 non-refundable fee per application; this also applies to Third Party Guarantors.

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

1. Sufficient Income-Three times the rental amount per month is a suggested guideline. Permanent employment for at least 6 months at the same job is preferred.
2. Verifiable Good Credit-Credit reports will be checked with a national credit bureau.
3. Good Previous Rental History-We will verify rental history with all your previous landlords. You must provide names and telephone numbers of at least 5 years of prior landlords

Please submit the following with your application:

- Complete application and sign where indicated
(employment verification form and previous rental history form only need to be signed)
- A copy of a valid Driver's License or State ID
- A copy of your Vehicle Registration
- Verification of income (2 most recent paystubs, trust fund, savings acct., SSI, etc.)
- \$30.00 application fee per application (check, cash, money order, or cashier check)

Investment Property Services looks forward to assisting you with your housing needs. If you have any questions, please do not hesitate to call us.

Investment Property Services
502 2nd AVE East
Kalispell MT 59901
WWW.ipsrentals.com

(406) 257-7368 Phone
(406) 755-4214 FAX
info@ipsrentals.com

We are a Fair Housing and Equal Opportunity service provider 



Investment Property Services



RENTAL APPLICATION

OCCUPANT

Address Applying For _____

Name _____

Any other occupants (Name, Age, Relationship)

SS# _____ DL# _____

Date of Birth _____

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____

Phone: Home (_____)

Work (_____)

EMPLOYMENT HISTORY

Current Employer _____

Address _____

Supervisor _____ Phone (_____)

Gross Monthly Salary _____ Position _____ How Long _____

Other Employer/Income _____

Address _____

Supervisor _____ Phone (_____)

Gross Monthly Salary _____ Position _____ How Long _____

RENTAL HISTORY (No Less Than Two Years)

Present Address _____

Rent	Own	Number	Street	Apt#	City	State	Zip
_____	_____	_____	_____	_____	_____	_____	_____

Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for Leaving _____

Landlord Name/Mortgage Co. _____ Phone # (_____)

Previous Address _____

Rent	Own	Number	Street	Apt#	City	State	Zip
_____	_____	_____	_____	_____	_____	_____	_____

Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for Leaving _____

Landlord Name/Mortgage Co. _____ Phone # (_____)

Previous Address _____

Rent	Own	Number	Street	Apt#	City	State	Zip
_____	_____	_____	_____	_____	_____	_____	_____

Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for Leaving _____

Landlord Name/Mortgage Co. _____ Phone # (_____)

BANKING REFERENCE

Name _____ Phone # (_____)

Address _____

Checking	Balance	Number	Street	Apt#	City	State	Zip
_____	_____	_____	_____	_____	_____	_____	_____

Savings _____ Balance _____





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PERSONAL REFERNCES (include Emergency Contact)

1) _____
Name Number Street

City State Zip Relationship Phone #

2) _____
Name Number Street

City State Zip Relationship Phone #

OTHER INFORMATION

Pets? _____ How Many? _____ Type? _____ Do you own: a Vacuum Cleaner? Y / N

Water-filled Furniture (describe) _____

Vehicles/Boats to be parked on premises (**make/model/year/license no.**): _____

In the past, have you been late in paying rent or other financial obligations? If yes, Explain: _____

In the past, have you failed to perform any responsibility of a rental agreement or have you been a defendant in an eviction lawsuit? If yes, Explain: _____

Have you ever filed bankruptcy? Y / N When? _____ Are there any judgments against you? Y / N

If Yes, list specifics of judgments and collections: _____

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? Y / N

Have you or any other intended occupant 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? Y / N

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

The information on this application is true and correct to the best of my knowledge. I hereby authorize Investment Property Services, LLC. or its agents to verify the above information and obtain a credit report with a criminal background check. I understand that the \$30.00 fee for verifying this rental application is not a deposit, will not be applied to any rent, or refunded even if the application to rent is declined.

Email address required for Cedit Check. Email Address: _____

APPLICANT MUST SIGN BELOW:

SIGNATURE: _____ DATE: _____ PHONE #: _____

PERSONAL MAILING ADDRESS: _____



Investment Property Services



Employment Verification

We are requesting verification of employment for the individual named below, who states they are currently employed by your company.

I hereby authorize you to release information regarding my employment to the inquiring property management.

Perspective Tenant Signature

Date

Please complete the information and fax to 406-755-4214.

Request for verification of employment for: _____

Company Name: _____

Address of Business: _____ Phone: _____

Position Held: _____ Start Date: _____

Is individual working Full Time, Part Time, Seasonal, or On Call? Please circle one.

Hours per week: _____ Monthly gross income or hourly rate: _____

Is continuous employment expected? _____

Name and title of person giving the reference: _____

Thank you,

Investment Property Services

