



## 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 \_\_\_\_\_





# Investment Property Services



## 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

