

RENTAL APPLICATION

2415 1st Avenue North- Billings, MT 59101 • Phone: 406-245-6391 – Fax: 406-245-0387

Applicant Name: _____

Property Applying for: _____

APPLICATION FOR RENTAL PROPERTY

A \$25 NON-REFUNDABLE application fee is required to begin processing your application. Payment must be made in the form of check or money order. – Each person over 18 MUST submit a separate application and pay application fee –
A valid form of ID is REQUIRED.

Fill out the application completely- leave NO BLANK SPACES. Provide all requested information that pertains to you. Incomplete applications, falsified and/or omitted information may be grounds for denial.

**Properties are not income-based but may have income restrictions.
Please read all information and criteria before applying for our properties.**

Rental Criteria

Income: Income must be verifiable. ■ Permanent employment/stable income of at least 6 months is preferred.
■ 40 % of gross monthly income must meet or exceed rent of property for which you are applying.

Verifiable Income may include but is not limited to: Unemployment, alimony/child support, Social Security benefits, pension, VA benefits, savings/trust accounts, governmental benefits, and other bank accounts. Self-employed applicants may provide most recent tax return.

Move-in Conflict Policy

Relatives of any employee of HAB Development Corp., HomeFront or the Housing Authority of Billings cannot apply for or reside in any of our properties. (Pheasant Home includes employees of Homeward).

Previous Residential History: Must provide last 5 years of history, including family and non-rental situations. ■ Please include contact information for any prior landlords. ■ Rental history will be verified through a third-party - we do not consider “family” as references. ■ Applicants with outstanding balances owed to a utility company may be denied.
■ Applicants with eviction on record or who are owing a current or former landlord or housing provider will be denied.

Criminal History: Background checks will be conducted on each applicant. ■ Criminal history does not automatically disqualify any applicant. ■ Please disclose any past convictions, excluding traffic violations.

Pets: Our properties do not allow pets. Service or assistance animals require a Reasonable Accommodation (forms available at our office at address above). We do ask for verifiable documentation and cannot accept online certifications. ■ A signed letter from a medical professional can accompany the request. ■ No additional deposit will be charged for animals determined to be medically necessary.

Application processing: We will not consider incomplete applications. ■ Failure to provide required documentation or information will result in denial of your application. ■ All applications submitted become the property of HomeFront.

Approval/ Move-in

Security deposit to hold the property must be made upon approval. ■ Utility services must be transferred immediately.
■ All rentals are on a first-approved basis. ■ Move in dates are estimated and are set by landlord.

Applications will be processed based on the information provided by applicant. Any denied applicants will be notified and sent a follow-up letter explaining the decision.

What property are you applying for? _____

- Bedroom size? _____

Applicant Name: _____

Previous name(s): _____

Full Social Security Number _____ - _____ - _____ Date of Birth: ____ / ____ / ____

Best contact number: _____ Email Address: _____

Please list the TOTAL number of people that will live in the home: _____ (List other members below).

NAME	RELATIONSHIP	AGE

RESIDENTIAL HISTORY

Please provide at least 5 consecutive years of addresses, length of time at each, landlord info, other information as needed.

Current address: _____

From: _____ To: _____ Monthly Rent/Mortgage Amount: \$ _____

Present landlord or Mortgage Lender: _____ Is this a parent or family member? Y N

Phone#: (____) _____ Fax or email: _____

Is your lease up? Y N If not, what is the end date of your lease? _____

Reason for moving: _____

Previous address : _____

From: _____ To: _____ Monthly Rent/Mortgage Amount: \$ _____

Present landlord or Mortgage Lender: _____ Is this a parent or family member? Y N

Phone#: (____) _____ Fax or email: _____

Reason for moving: _____

Previous address : _____

From: _____ To: _____ Monthly Rent/Mortgage Amount: \$ _____

Present landlord or Mortgage Lender: _____ Is this a parent or family member? Y N

Phone#: (____) _____ Fax or email: _____

Reason for moving: _____

Have you ever been evicted? Y N Explain: _____

Do you intend to have animals in the home? Y N If yes, how many and what type: _____

Do you have any special needs of requirements that we need to be aware of? Y N
If yes, please ask for a Reasonable Accommodation or Modification form

EMPLOYMENT HISTORY

Please provide most current and previous employment along with 2 months'-worth of current, consecutive wage stubs.

Current Employer : _____ From: _____ To: _____

Address: _____

Phone#: (_____) _____ Fax or email: _____

Position: _____ Hourly Wage: _____ Avg. hours per week worked: _____

Supervisor: _____

Previous Employer : _____ From: _____ To: _____

Address: _____

Phone#: (_____) _____ Fax or email: _____

Position: _____ Hourly Wage: _____ Avg. hours per week worked: _____

Supervisor: _____

Other Income: _____

Ex: Child Support, Social Security, SSI/SSDI, Pension, Rental Income, Alimony, TANF, Parental Support, etc.- **Documentation must be provided.**

ASSETS- All assets, including those held by minors, must be 3rd party verified – Please list all assets held, including checking and savings accounts, IRA's, 401k's, cash on hand, etc. – Please provide current statements for all assets held.

TYPE OF ASSET	BALANCE/CASH VALUE	WHOSE ACCOUNT IS THIS?	BANK/FINANCIAL INSTITUTION	ACCOUNT NUMBER
Cash on hand				
Checking acct.				
Savings acct.				
Money Market fund				
Trust fund- if yes, is it irrevocable?				
IRA/Keogh acct.				
Stocks/Bonds/COD's				
Equity in Rental Property				
Capital Investments				
Other account				

CRIMINAL HISTORY

Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a felony (whether or not resulting in a conviction)? Y N Explain: _____

Have you or any other intended occupant, including minors, ever been convicted of or pleaded guilty or "no contest" to a misdemeanor (whether or not it resulted in a conviction)? Y N Explain: _____

Are you or any other intended occupant, including minors, required to register as a Violent or Sexual Offender? Y N

*If you do not have 5 yrs. of consecutive rental history, please provide the following information for 3 professional references (no friends or family members) whom you have known for at least a year that we can contact.

1. Name: _____ Relationship: _____

Phone: _____ Email: _____

2. Name: _____ Relationship: _____

Phone: _____ Email: _____

3. Name: _____ Relationship: _____

Phone: _____ Email: _____

ADDITIONAL INFORMATION

How did you find out about our property? _____

Do you currently (circle one): OWN HOME RENT * If renting, are you currently in a lease? Y N

*If renting, have you given notice to your current landlord? Y N

Do you have any housing assistance through the Housing Choice Voucher (Section 8) program? Y N

***If yes, please contact your housing specialist to begin the process of moving or leasing with your assistance. ***

Disclosure and Information

I hereby declare that all of the information provided on and with my rental application is true and correct to the best of my knowledge and belief. I understand that submittal of false statements may result in denial of this and any future applications for housing which we own/manage and that my lease may be terminated. I also understand that all persons and companies, associations or organizations named on this application may give any requested information concerning me and I waive all rights to action for any consequences resulting from such information.

By signing this application, I am authorizing HomeFront, its employees and agents to make such investigations, inquiries, and verification requests into my income and asset information, rental history, credit standing, criminal history, employment history, and any other information necessary to verify my eligibility to live in this apartment community.

We comply with all Fair Housing and Equal Opportunity Housing requirements.

Applicant Signature: _____ Date: _____

