

PHEASANT HOME RENTAL APPLICATION

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

Applicant Name: _____

Phone number: _____ **Bedroom size needed:** ____ 2 ____ 3

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 **made payable to HomeFront** – Each person 18 and older **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.

**Property is 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. V

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.

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 property does not allow pets.

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.

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	STUDENT STATUS		
			F/T	P/T	N/A
			F/T	P/T	N/A
			F/T	P/T	N/A
			F/T	P/T	N/A

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: _____

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: _____

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

Reason for moving: _____

*Have you ever been the subject of an eviction proceeding or settlement, whether a suit was filed? ____ Y ____ N

*Do you owe any landlord or housing agency? ____ Y ____ N Please explain the circumstances:

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 asset not listed				

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

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

