

# SPRING GARDENS RENTAL APPLICATION

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

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**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.

### **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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## 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.**

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### 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

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\*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

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 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: \_\_\_\_\_

