

We thank you for your interest in renting from Cardinal Properties Inc.

When completing your application please fill in each blank. If the question doesn't apply to you, indicate N/A all spaces must be filled.

Once you have selected and decided on a rental unit we will process your application. There is a \$15.00 application fee which covers the handling of your application and cost of your credit report. If a third party guarantee is required an additional \$10.00 processing fee will be required. All processing fees are non-refundable.

We cannot guarantee that any unit you have seen will be available by the time your application processing is complete.

If your application is approved and your move-in date is not immediate, a holding deposit will be taken. Should you decide not to rent the unit, you will be charged a per day fee equal to a days rent until a new tenant is approved, not to exceed 30 days or the amount of your deposit.

You will be required to pay at least the first month's rent and security deposit in advance.

We do business in accordance with the federal fair housing law.

Application Policy

In order for an applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. If any of the requirements are not met, a Third Party Guaranty may be considered.

1. Each individual in the household over 18 years old will need to complete a separate application and pay the \$15 application fee. Submitted applications become the property of Cardinal Properties, Inc and will remain on file for 6 months. After 6 months, a new application and fee will be required.
2. Income for the household should equal more than 3x the rental amount. (Permanent employment of at least 4 months at the same job is preferred).
3. We do verify employment. Current and/or previous employers will be contacted to verify income and longevity. Self-employed persons must show at least one year's tax return (corporate, K-1, or 1040 schedule C) to rent. Proof of income must be provided.
4. We will run a credit report to view the prospective tenant's history of meeting financial obligations. Any applicant with evidence on the credit report that they owe a prior landlord shall be automatically disqualified.
5. At least 2 years of rental history or homeownership is preferred. Prior landlords will be contacted to inquire about payment history, property care, lease violation history, etc. Inability to contact previous landlords may result in a denial of the application. An eviction from a previous landlord will result in an automatic disqualification.

6. By submitting a signed application you are representing that the information provided is true and correct. Any misrepresentations can result in disqualification.

Criminal History Policy

1. Anyone with a felony conviction must have spent two years on probation, met all probation requirements, and must have NO probation violations or repeat offenses
2. Anyone convicted of any drug charge will not be accepted as a tenant. This includes using, manufacturing, distributing, possession or anyone failing a drug test as a condition of probation.
3. Anyone ever convicted of a sexual or violent offense will not be accepted as a tenant.

Pet Policy

1. Only established pets will be considered. A pet profile and references that include knowledge of your pets is required
2. Pets must be at least one year old. Puppies and kittens are not accepted.
3. If a pet is approved, an additional deposit will be required. Tenant may also need to have a **renter's insurance policy** which covers pets.
4. Owners of multiple pets should contact our office to ensure the property will accept more than one pet. Deposit will increase per pet.
5. If a pet is allowed on the property, it shall not be one of the breeds considered vicious by insurance company standards: Pit Bull, American Pit Bull, American Staffordshire Terrier, English Bull Terrier, Rottweiler or Wolf Hybrid. Additionally, these breeds may not be accepted: Akita, Berner Sennenhund, Burmese Cattle Dog, Canary Dog (including Perro de Presa Canario), Chow, Doberman, Husky, Karelian Bear Dog (including Russo-European Laika), Rhodesian Ridgeback. Ferrets are also not accepted.

The foregoing applies to both purebred and mixed breed dogs.

No pet sitting or visiting will be allowed

Smoking Policy

1. Not all properties will accept smoking.
2. If smoking is considered, tenant may be required to pay an additional deposit. If tenant's application is accepted, the tenant will be required to use air purifiers during the term of tenancy to help eliminate smoke odor and residue.
3. If a property is listed as no smoking, smoking might not be allowed anywhere on the property, whether the applicant smokes inside or outside.

Houses on Acreage

Tenants do not have use of acreage the house is on without prior written approval.

Medical Marijuana

Growing of medical marijuana is not allowed at rental properties.



Cardinal Properties, Inc.

320 South 2nd Street
Hamilton, Montana, 59840
(406) 363-4430
Fax: (406) 363-4432

Interested Property _____

Interested Property _____

Interested Property _____

ONE APPLICATION PER ADULT

NAME OF ADULT _____ SOCIAL SECURITY # _____

PHONE (_____) _____ WORK PHONE (_____) _____

PRESENT ADDRESS _____ CITY _____ STATE _____ Zip Code _____

HOW LONG _____ REASON FOR VACATING _____

LANDLORD _____ PHONE (_____) _____

PREVIOUS ADDRESS _____ CITY _____ STATE _____ Zip Code _____

HOW LONG _____ to _____
Month & year month & year

LANDLORD _____ PHONE (_____) _____

NAME OF FAMILY MEMBERS & ADDITIONAL ADULTS TO RESIDE AT PREMISES OTHER THAN ADULT LISTED ABOVE _____

PETS: How Many Pets _____ Age of Pets _____ DO YOU OR ANY MEMBER OF THE HOUSEHOLD SMOKE?
Type _____ Breed _____ Yes _____ No _____

*All pet owners must submit a pet profile form with their application

NAME OF NEAREST LIVING RELATIVE _____ PHONE (_____) _____ RELATIONSHIP _____

NAME OF EMERGENCY CONTACT _____ PHONE (_____) _____

ADDRESS _____ RELATIONSHIP _____

CITY

STATE

Zip Code

EMPLOYED BY _____ PHONE (_____) _____ SUPERVISOR _____

ADDRESS _____ how long currently employed? _____

MONTHLY INCOME _____ POSITION _____

Last Previous Employer _____ PHONE (_____) _____ Supervisor _____

OTHER SOURCES OF INCOME _____

HOW MANY AUTOMOBILES DO YOU HAVE? _____

APPLICANTS AUTOMOBILE MAKE _____ YEAR _____ LICENSE # _____

APPLICANTS AUTOMOBILE MAKE _____ YEAR _____ LICENSE # _____

CRIMINAL HISTORY

HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OF OR PLEAD GUILTY OR NO CONTEST TO A FELONY WHETHER OR NOT RESULTING IN A CONVICTION? YES _____ NO _____

HAVE YOU OR ANY MEMBER OF YOUR HOUSEHOLD EVER BEEN CONVICTED OR PLEADED GUILTY OR NO CONTEST TO A MISDEMEANOR INVOLVING SEXUAL MISCONDUCT WHETHER OR NOT RESULTING IN A CONVICTION? YES _____ NO _____

ARE YOU OR ANY MEMBER OF YOUR HOUSEHOLD LISTED AS A SEXUAL AND/OR VIOLENT OFFENDER WITH THE DEPARTMENT OF JUSTICE? YES _____ NO _____

ARE YOU OR ANY MEMBER OF YOUR HOUSEHOLD CURRENTLY A USER OF ILLEGAL CONTROLLED SUBSTANCES; OR HAD A PREVIOUS CONVICTION FOR SUCH USE; OR HAVE BEEN CONVICTED FOR THE MANUFACTURE OR DISTRIBUTION OF ILLEGAL DRUGS? YES _____ NO _____

PERSONAL REFERENCES - KNOWN MINIMUM ONE YEAR - NO RELATIVES
REFERENCES DO NOT NEED TO BE LOCAL - DAY TIME PHONE NUMBERS REQUIRED.

NAME _____ CITY/STATE _____ PHONE (_____) _____

NAME _____ CITY/STATE _____ PHONE (_____) _____

NAME _____ CITY/STATE _____ PHONE (_____) _____

Applicants represent that statements made above are true and correct and authorize verification of references and credit. All pet owners need to submit a Pet Profile form with application. Any misrepresentations made will void your contract.

DATE _____ SIGNATURE _____

A CREDIT REPORT WILL BE OBTAINED FROM A NATIONAL CREDIT BUREAU WHEN PROCESSING.

\$15.00 Charge for processing; this fee is nonrefundable. A photo ID is required at the time of processing the application. Applications submitted become the property of Cardinal Properties Inc.

**WE DO BUSINESS IN ACCORDANCE WITH THE
FEDERAL FAIR HOUSING LAW**



Cardinal Properties, Inc.

320 South 2nd Street ~ Hamilton MT 59840
406-363-4430

Applicants Name(s) _____

Pet Profile

Pet #1

Name _____

Breed _____

Age _____

Male Female

Weight _____

How long have you owned the pet? _____

Attach Picture of Pet Here
(Pictures will not be returned)

Pet #2

Name _____

Breed _____

Age _____

Male Female

Weight _____

How long have you owned the pet? _____

Attach Picture of Pet Here
(Pictures will not be returned)

Applicant represent that statements made above are true and correct.

Signature _____

Date _____

Completed Pet Form needs to be submitted with rental application before a decision on the application will be made

**We thank you for your interest in renting from
Cardinal Properties Inc.**