



Professional Property Management, Inc.  
1511 S. Russell, Missoula, MT 59801  
Telephone: 406-721-8990 FAX: 406-542-2100  
[ppm@montana.com](mailto:ppm@montana.com) [www.professionalproperty.com](http://www.professionalproperty.com)

## Rental application policies and procedures

\*\*\*\*\*Please review carefully\*\*\*\*\*

**A \$30.00 fee must accompany each rental application and a \$50.00 fee for each pet application.**

**(We are unable to accept cash payments.)**

1) **View the interior of the unit that you are applying for.**

It is the policy of PPM, Inc. not to rent "sight unseen", with the only exceptions to this policy being units for which we have floor plans available. If you are applying with other applicants to occupy the same unit at least one of the applicants must have viewed the interior of the unit prior to applying. A \$20.00 deposit is required to check out keys to vacant units. Deposit will be refunded upon return of keys. All keys must be returned prior to 4:30 p.m. of the checkout day.

2) **Complete the attached rental application.**

A separate completed application (front and back) signed and dated is required for each applicant who is legally able to sign a contract and who intends to reside at the property. No exceptions will be made. Submitted applications and information obtained when processing the application become the property of PPM, Inc. A thirty dollar (\$30) non-refundable application fee must accompany each application. If you wish to use a debit/credit card you may do so by going to our website and clicking on "Make Payment." The application remains on file for 6 months. Thereafter, a new application must be completed and a fee must be paid accordingly. Applications are not considered on a first-come first-serve basis.

3) **Qualifying is based on the following criteria:**

A) **Sufficient Income**

Regardless of the source of income, documentation is required. Income may be verified by fax, e-mail, or written statement of income.

B) **Verifiable Good Credit through VICTIG Residential Screening**

A credit report and background check will be obtained for each applicant.

C) **Good Rental History**

Many owners require previous rental history. If you have not rented in the past two years, previous home ownership will be considered. If rental history is not required for the property you are applying for you must provide personal reference(s) (someone other than a relative). Check rental listing for requirements or ask for specifications.

In the event that an applicant lacks the qualifying criteria a larger security deposit and/or additional funds may be escrowed as required by the owner based upon rental and/or credit history. PPM may also require a notarized third party guarantee with an additional \$30 fee to assess credit and background history. Once an application has been approved, you must sign the appropriate documents and pay the necessary funds when requested.

We are able to process your application more expediently if you have your references and sources of income contact our office by telephone or fax with your information. We will continue to take applications until there is a Statement of intention to rent signed. You may want to consider listing alternate property selections on your application.

- 4) Should you require a reasonable accommodation or modification, please ask for assistance from a member of our staff.
- 5) PPM, Inc. reserves the right not to rent to persons who have been convicted of a crime. A registry of Sexual and Violent Offenders is available through City and County Law Enforcement Offices as well as the website <http://svor.doj.state.mt.us>.
- 6) PPM recognizes the HUD standard for occupancy as 2 people per bedroom.

## **Professional Property Management's Privacy Policy**

Keeping customer information private is a priority for Professional Property Management, Inc., its subsidiaries, and affiliates. To enable us to provide you with housing, we need to collect certain information from you. We want to emphasize that we are committed to maintaining the privacy of this information in accordance with law. All individuals with access to personal information about our customers are required to follow this policy.

We are providing you this privacy notice to inform you of what personal information we collect about you and how we treat that information. We hope this privacy notice answers any question you may have regarding our treatment of your personal information and reassures you of our dedication to keeping your personal information secure.

### ***Information We Collect***

We collect non-public personal information about you from the following sources:

- Information we receive from you on applications or other forms (such as your name, address, Social Security Number), and payment instructions.
- Information you may provide during visits to our Web site
- Information about your transactions with us, our affiliates, or others.

### ***Information We Share***

We do not disclose any non-public personal information about our customers or former customers to any non-affiliated entity except as described below and otherwise permitted by law. When information is shared we protect against the subsequent disclosure of that information with a confidentiality agreement.

### ***Our Security Procedures***

We restrict access to non-public personal information about you to those persons who need such information to provide maintenance/repair services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your non-public personal information.

***Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.***

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA.

**For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

**AUTHORIZATION FOR LANDLORD/RESIDENTIAL MANAGEMENT COMPANY TO ACCESS CONSUMER REPORTS**  
Professional Property Management

**DISCLOSURE**

By signing below, you acknowledge and understand that in connection with your application for residential tenancy at **Professional Property Management**, we may now, or at any time you are leasing from **Professional Property Management**, obtain a “consumer report” and/or an “investigative consumer report” on you from VICTIG, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for residential purposes. An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others. You further understand that these reports may include reasons for your evictions at other residential complexes, if applicable. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested. You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in **Professional Property Management**’s files on you at the time of your request by providing proper identification and the payment of any legally permissible fees. You are further notified that, in the event you are denied tenancy, you will be provided the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to **VICTIG** shall be directed to: **VICTIG 14587 South 790 West Bluffdale, Utah 84065 - 1.866.886.5644.**

**\*Pursuant to Maine state law, § 1317(2), VICTIG is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.**

**THE FAIR CREDIT REPORTING ACT GIVES YOU SPECIFIC RIGHTS IN DEALING WITH CONSUMER REPORTING AGENCIES. YOU WILL BE GIVEN A SUMMARY OF THESE RIGHTS TOGETHER WITH THIS DOCUMENT.**

**AUTHORIZATION**

By signing below, you hereby authorize, without reservation, **VICTIG** or any third party contacted by this organization to furnish the abovementioned and requested information. You further authorize ongoing procurement of the above-mentioned information, reports and records at any time during your residential tenancy or in the course of considering you for residential tenancy. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without reservation, any present or former employer, landlord, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish **Professional Property Management** with any and all background information in their possession regarding you, so that your residential tenancy qualifications may be evaluated and/or reassessed.

**ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS**

By signing below, you certify: (1) that you have read and fully understand this disclosure and authorization; (2) that all of the information you are providing is true, complete, correct and accurate; and (3) that you acknowledge that you have received the attached summary of your rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.). The following is information required in order for Professional Property Management to obtain a complete consumer report.

\_\_\_\_\_  
**PRINT FULL LEGAL NAME (First, Full Middle Name, Last Name)**

\_\_\_\_\_  
**CONSUMER’S SIGNATURE**

\_\_\_\_\_  
**DATE**

Received By: \_\_\_\_\_

Approved  Declined  Reason \_\_\_\_\_ Date \_\_\_\_\_

Notification: In person  Telephone  Date \_\_\_\_\_ By \_\_\_\_\_

**Address Applying for:**

1<sup>st</sup> Choice:  
2<sup>nd</sup> Choice:  
3<sup>rd</sup> Choice:

Date interior  
seen

\$30.00 fee  
Paid

**How did you learn of this property**

Rental Finder Website  Craigslist  Newspaper  PPM office/website  
 Text Code/Yard Sign  Roommate  Other

\$50.00 Pet fee  
Paid

I have read Professional Property Management, Inc's. application policies and procedures. \_\_\_\_\_

(initial)

I agree to obtain renters insurance for the property that I am applying for prior to signing the lease. \_\_\_\_\_

**\*\*Proof of insurance is required at the time of lease signing.\*\***

(initial)

You must indicate when you want  
your lease to end (give three options):

**Applicant Name:**

**SS#:**

**Other or Former Names (aka, maiden names, married names, surnames etc.):**

**Date of Birth:**     /     /

**Driver's License #:**

**Present/Mailing address:**

( P.O. BOX #'S)

**City/State/ZIP:**

**Contact numbers:**

**Cell:**

**e-mail address(s):**

**Work:**

**Home:**

Do you have any animals? Yes  No  If Yes please fill out attached Pet Application.

**Names of all individuals who will occupy unit: (attach page to list additional)**

**Name:**

**Name:**

**Name:**

**Name:**

**Name:**

**Name:**

**Name:**

**Name:**

**Car make**

**Year**

**Model**

**Color**

**License plate #:**

1.

2.

Do you have any of the following? (please check) Waterbeds  Aquariums  # of Gallons \_\_\_\_\_ Hot Tubs   
Trampolines  Swimming Pools

**Criminal History**

1. Have you or any other intended occupant, including minors, ever been charged (whether or not resulting in a conviction) or convicted, or pleaded guilty or "no contest" to a felony? Yes  No

2. Have you or any other intended occupant, including minors, 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? Yes  No

If yes, explain \_\_\_\_\_

Are you on probation or parole \_\_\_\_\_ Terms: \_\_\_\_\_

Officer in charge: \_\_\_\_\_

Phone: \_\_\_\_\_

\*\*\*\*\*Please provide written documentation of your income\*\*\*\*\*

	Income/Source	Income/Source
Monthly Gross Income	\$	\$
Place of Employment		
Other Source		
Self-employed (DBA...)		
Who can verify?	NAME: Phone #: FAX #: e-mail:	NAME: Phone #: FAX #: e-mail:
Duration of said income:		
Circle one:	Temporary/Permanent	Temporary/Permanent

Please list other income sources (sources may include, but are not limited to, AFDC, financial aid, SDI, parental support, food stamps, grants, and savings):

Amount per Month: \$ \_\_\_\_\_ Who will verify? \_\_\_\_\_ #: \_\_\_\_\_

Amount per Month: \$ \_\_\_\_\_ Who will verify? \_\_\_\_\_ #: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ #: \_\_\_\_\_ Address: \_\_\_\_\_

You must provide 2 personal references.

**(MAY NOT BE A RELATIVE):**

\*\*\*To expedite your application please ask your references to contact our office\*\*\*

Name: \_\_\_\_\_ Daytime #: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Daytime #: \_\_\_\_\_

Address: \_\_\_\_\_



# Pet Application

**\$50 application fee is required per pet application**

**\*Pet Policies –**

PPM and the individual owner(s) of the property may require a larger security deposit and/or monthly pet rent based on the number and size of the pets.

A copy of the current license is required for dogs.

Veterinarian documentation is required showing proof of vaccinations.

PPM is unable to accept pets less than 1 year of age or “aggressive” breed dogs.

Once approved, all applicants must sign a pet addendum at lease signing.

<b>How many pets do you have?</b> _____	
<b>Pet information</b>	
<b>Pet 1</b>	<b>Pet 2</b>
<b>Name of Pet:</b>	<b>Name of Pet:</b>
<b>Type of animal:</b>	<b>Type of animal:</b>
<b>Breed:</b>	<b>Breed:</b>
<b>Age:</b>	<b>Age:</b>
<b>Height:</b>	<b>Height:</b>
<b>Weight:</b>	<b>Weight:</b>
<b>Coloring:</b>	<b>Coloring:</b>
<b>(Cat)Declawed?:</b>	<b>Declawed? (Cat):</b>
<b>Male/Female:</b>	<b>Male/Female:</b>
<b>Spayed/Neutered:</b>	<b>Spayed/Neutered:</b>
<b>How long have you had this pet?</b>	<b>How long have you had this pet?</b>
<b>Pet License #?</b>	<b>Pet License #?</b>
<b>Veterinarian Information</b>	
<b>Name:</b>	<b>Name:</b>
<b>Phone:</b>	<b>Phone:</b>
<b>Address:</b>	<b>Address:</b>

**How often do you clean up after your pet (yard clean up, litter box, cage clean up)?**

**Where does the pet stay when you are away from the house (crate, sitter, yard)?**

**Have you ever had a problem with noise from your pet (barking, chirping)?**

\_\_\_\_\_  
**APPLICANT PRINTED NAME**

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**