



Professional Property Management, Inc.
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Commercial Rental application policies and procedures

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

A \$40.00 fee must accompany each rental 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.

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 rent the property. No exceptions will be made. Submitted applications and information obtained when processing the application become the property of PPM, Inc. A forty dollar (\$40) non-refundable application fee must accompany each application. 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

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

C) Good Rental History

If you have not rented in the past two years, previous home ownership will be considered.

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 \$40 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.

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 commercial property to persons who have been convicted of a crime.

Para informacion en espanol, visite 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 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 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 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.

- **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.

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:

TYPE OF BUSINESS:	CONTACT:
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 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.

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, 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)

STREET ADDRESS

CITY

STATE

ZIP

SOCIAL SECURITY NUMBER

Date of Birth

DRIVER'S LICENSE NUMBER

ISSUING STATE

OTHER OR FORMER NAMES (aka, maiden names, married names, surnames etc.)

CONSUMER'S SIGNATURE

DATE

Received By: _____

COMMERCIAL RENTAL APPLICATION

Property applying for _____

Date interior seen _____

App fee paid _____

Approved _____

Declined _____

Reason _____

Date _____

Name: _____ Phone # _____

How long have you been at your home address? _____

Business name: _____

Business address and phone # _____

How long have you been at your business address: _____

Type of business/proposed use: _____

Have you ever been evicted from any tenancy? _____ (If yes, please explain on back.)

Have you ever been convicted of a misdemeanor or a felony? _____ (If yes, please explain on back.)

Have you ever filed for bankruptcy? _____ (If yes, please explain on back.)

Do you use or store toxic or flammable materials in the operation of your business? _____
(If yes, please explain on back.)

What is your monthly gross income? _____ Please provide documentation.

Name and phone # of emergency contact: _____

Bank and credit references:

Reference	Address and phone #	Type of account and acct #
_____	_____	_____
_____	_____	_____
_____	_____	_____

I declare the above to be true under penalty of perjury. I agree that the landlord may terminate any agreement entered into in reliance on any misstatement made above. I hereby acknowledge PPM may be checking credit/rental/personal references through credit agencies.

Signature _____

Date _____

(over)

Current business landlord: Relative? _____ Friend? _____ Other? _____	Current residence landlord: Relative? _____ Friend? _____ Other? _____
Name: Daytime Phone #:	Name: Daytime Phone #:
Address Rented:	Address Rented:
Tenancy Date: From: _____ To: _____	Tenancy Date: From: _____ To: _____
Rent Per Month: \$ _____	Rent per Month: \$ _____
	Roommate(s) Name:
Did you sign a Lease? _____ YES _____ NO	Did you sign a Lease? _____ YES _____ NO

****DO NOT FILL OUT BELOW, FOR PPM USE ONLY****

Reference Name: _____

Is the above information correct? _____ YES _____ NO

Does/Did the tenant pay on time? _____ YES _____ NO If No, describe: _____

Any NSF (Non-sufficient fund) checks? _____ How many? _____

Did the Tenant sign a Lease agreement? _____ How long? _____

Did they complete Lease? _____ Did they give proper notice? _____

Rate of the tenants quality of care for the entire Premises: _____

Did the tenant cause any damage/complaints? _____

Describe: _____

Did you return the tenant's full security deposit? _____ If not, why? _____

Would you rent to this tenant again? _____

Why or Why not? _____