

JK Property Management
Rental Application Information & Requirements
(Please Read Before Applying)

Thank you for your interest in renting with JK Property Management. We know the application process can feel stressful, and our goal is to make it as simple and supportive as possible. If you have questions at any stage, our team is here to help. The properties we manage are more than just rentals — they are homes for our community members, neighbors, family, and friends. That's why we work hard to maintain the quality of the homes and neighborhoods where our residents live—because Great Falls is our home as well. To fulfill that responsibility, JK Property Management conducts a comprehensive screening process on every application. Policies apply equally to all applicants; claims of not knowing, lack of awareness, or failure to review these policies will not exempt anyone from compliance.

Each person over the age of 18 years who intends to reside at the property must submit a separate Rental Application, regardless of familial/marital status, household financial obligations, or relationship to any other applicant for tenancy.

Please note the following:

- **First Qualified Basis:** Properties are rented to the first applicant(s) who meet our approval criteria and complete all requirements.
- **Application Status:** Submitting an application without the required application/background fee, or submitting an incomplete application, does not reserve a property or serve as a placeholder.
- **Standard Process:** Applications are only reviewed through our established screening process. “Pre-screening” outside of this process is not available under any circumstances. **Completed** applications may take 2-3 business days to process. Weekends and holidays are not included in this timeframe.
- **Application Integrity:** Incomplete or falsified applications may be denied without further notice. All submitted applications become the property of JK Property Management.
- **Conditional Approval:** At JK’s discretion, an applicant may be required to obtain a qualified co-signer and/or provide an increased security deposit (up to two times greater). These measures may be requested in cases of insufficient income, limited or no rental history, or poor credit.
- **Application Validity:** Once approved, an application remains valid for six (6) months provided employment and income are re-verified as current. During this time, applicants may use their approved application for any available JK-managed property within their qualified price range.
- **Right to Cancel:** JK Property Management reserves the right to deny or cancel an application at any point in the process if an applicant engages in conduct that compromises the safety or security of others. Any form of verbal abuse, harassment, intimidation, or threats directed toward JK staff, vendors, contractors, residents, or neighbors will not be tolerated.
- **Occupancy Standard:** Occupancy is based on the number of bedrooms in a unit; two persons are allowed per sleeping room.

RENTAL QUALIFICATION CRITERION

At JK Property Management, we are committed to maintaining fair, consistent, and transparent rental criteria for all applicants. Please review the following requirements before submitting your application:

A Completed Application

All application forms must be fully, accurately, and honestly completed. Applications that are incomplete, contain false or outdated information, or intentionally or unintentionally omit required details—such as rental history, criminal background, or the presence of animals—may be automatically denied. If multiple applicants are applying for the same property, approval will be based on the most qualified applicant, not the order in which applications are received.

Applications may be disqualified for the following factors:

- Applicant refuses to provide information on application
 - Misstatement or misrepresentation on application
 - Information on application is not verifiable
-

Sufficient Income

Applicants must demonstrate the ability to meet monthly rent obligations through proof of employment or other means such as student loans, housing allowance, housing voucher, etc. We require that no more than 35% of the household's combined gross monthly income is allocated to rent. Income from multiple applicants may be combined to meet this requirement. Proof of income for the most recent 30 days is required in the form of official paystubs that include the following information:

- Pay period dates
 - Full name of applicant
 - Pay rate
 - Gross Income
-

Verified Good Credit

Creditworthiness is a factor in our approval process. We perform a credit check as part of the application process. Applicants with a credit score of 600 or lower may still qualify, but will be required to provide a double security deposit and/or a qualified co-signer in order to proceed.

**Please note that if your credit report indicates collections from utility companies, telecommunication companies, internet/cable providers, and/or previous landlords/property managers, these collections must be paid in full before approval will be considered.*

Applications may be disqualified based on the following Credit Report Factors:

- Unsatisfactory credit report
- Declared bankruptcy (less than 7 years from date of application)
- Bad payment history
- Outstanding judgements
- Outstanding balances to utility providers or past landlords/property managers

- Inconsistent or non-matching addresses listed on application to those listed on the credit report
-

Positive Rental History

We verify rental history for the past seven years. JK Property Management will make a reasonable attempts to contact applicant(s) landlord(s) and/or mortgage holder(s) only when the applicant have provide full and complete contact information; however, the ultimate responsibility for supplying contact information lies with the application. JK Property Management reserves the right to decline tenancy on the basis of our inability to contact landlord(s). If rental history cannot be verified, or if an applicant has no prior rental history, a double security deposit and/or a qualified co-signer may be required in order to proceed.

Applications may be disqualified for the following rental history factors:

- Unfavorable reference
 - Unpaid rent and/or history of habitually late payments and/or NSF payments.
 - Eviction
 - Nuisance to neighbors
 - Unauthorized occupants
 - Unauthorized animals
 - Broken lease agreement
 - Lease violations
 - Damaged property
 - Discrepancies regarding previous addresses
-

Criminal Record

Applicants with a felony conviction or any pending felony charges may be subject to disqualification based on the nature, severity, and circumstances of the offense(s). Upon receipt of application and Background Screening Fee, JK Property Management will conduct a background check to determine whether the applicant or any proposed tenant has been convicted of, or pled guilty to or no-contest to, any crime.

A criminal conviction may be grounds for a disqualification of the application. JK Property Management will review the type of conviction, the time that has passed since conviction, recidivism in the record, and any clarifying or supportive documentation provided by the applicant to determine if that household, because of the confiscation, would be deemed a risk to person or property.

IMPORTANT DISCLOSURE REQUIREMENTS

Failure to provide accurate and truthful information will result in automatic cancellation of your application. Applicants must disclose:

- Ownership of any animals (including service/support animals)
- Any felony convictions or pending felony charges
- Any history of eviction
- Employer contact information

- Valid Social Security Number and government-issued ID
 - Complete residential history for the last 7 years (no omissions, regardless of short stays)
-

COST OF APPLICATION

Background Screening Fee: \$75 per applicant

Processing Fee: \$0 (No additional charge)

When you apply with JK Property Management, our team provides a full range of professional services—without hidden fees:

What Does Our Processing Include at No Extra Cost?

- Careful review of all submitted information and documentation
- Assessment of third-party screening reports
- Direct verification of employment, income, landlord, and residency history beyond the screening reports.
- Ongoing communication and follow-up with the applicant for clarification or missing items
- Coordination with former landlords, employers, and references
- Secure management and storage of sensitive documentation
- Timely updates and personalized support throughout the process
- Rental property consultation and placement

What's Covered by the \$75 Screening Fee?

Your application fee covers a comprehensive nationwide background check. This fee is paid entirely to third-party providers—JK Property Management does not keep any portion of it.

- Nationwide Credit Check
- Rent Payment History
- Landlord–Tenant History
- Multi-State & Statewide Criminal History
- Sex Offender Registry
- OFAC & Watchlist Registry
- (\$22 for all the above screening)*
- ID Verification (\$8)
- Income Verification (\$15)
- Statewide Criminal History + State Court Fee(s) (\$20+\$10 per count)

JK Property Management will follow Montana Code Annotated on the refunding of application fees "If the applicant does not become a party to a rental agreement as provided in subsection (1), the property manager may retain only the costs specified in the written notice for services actually performed and shall refund the balance as provided in subsection (1). The property manager may not retain the cost of a service that was not performed, even if the cost was specified in the written notice that was provided to the applicant."

PROCESSING TIME

- Standard processing: 2–4 business days after all required documents are received

- Delays may occur due to incomplete applications, missing documents, or unresponsive of applicant and/or landlord references
 - Deposits are only accepted from approved applicants
 - Updates provided via text/email (phone only upon request)
 - Three (3) unanswered communication attempts will suspend application review
 - All communication regarding your application is handled by live agents – never AI
-

ADDITIONAL INFORMATION

- Applications are not tied to a specific property
 - Approved applications remain valid for 6 months from the date of submission
 - If multiple approved applicants apply for the same property, JK Property Management reserves the right to select from the qualified pool
-

REMINDER

- Every household member 18+ years old must submit a separate application
 - Avoid delays: do not leave fields blank, and upload all required documents at submission
-

EQUAL HOUSING OPPORTUNITY

JK Property Management proudly complies with all local, state, and federal Fair Housing laws. We are an Equal Housing Opportunity provider.