

Thank you for your interest in renting from Cardinal Properties Inc.

Cardinal Properties does business in accordance with federal fair housing law.

To view any of our available rentals you must fill out an application. Please complete all sections of the application. If the question doesn't apply to you, indicate N/A; all spaces must be filled.

FEES: *Applicants do not have to pay fees unless they would like to be considered for a property.*

1. **Application:** There is a **\$42.00 processing fee per applicant** which covers the third-party background check – including credit and criminal. If a co-signer/guarantor is required, the guarantor must also complete an application and pay the processing fee. (Cost breakdown available on website or on request)
2. **Animals:** **ALL applicants, whether they have animals or not**, must also complete the third party review and screening process at **<https://cardinalproperties.petscreen.com>**. There is no additional fee for applicants without animals or assistance animals. PetScreening.com will charge applicants with pets a per animal fee.
3. **Each adult** member of the household must complete a separate application. Once processing is initiated, all fees are **non-refundable**.

APPROVAL

1. **We cannot guarantee** that any unit you have viewed or applied for will be available by the time your application processing is complete. As there are frequently several applications on each property, we recommend that you consider multiple properties in case another applicant is selected for the property you are applying for. Please ensure that you or a representative view the property(s) you are interested in before you pay the processing fee or during the application process as we do not rent sight unseen.
2. If your application is approved and your move-in date is not immediate, a holding deposit is required. Should you decide not to rent the unit, rent, utilities and any other applicable fees will be deducted from the amount of your deposit on a daily basis, not to exceed 30 days or the amount of your deposit.
3. You will be required to pay at least the first month's rent and security deposit in advance.

APPLICATION POLICIES: *In order for an applicant to be considered for tenancy, the Applicant must meet the following minimum requirements. (Initial each line)*

_____ Each individual in the household over 18 years old will need to complete a separate application and pay the application fees. 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.

_____ Applicants found to have **falsified, or deliberately misrepresented information will be denied**.

_____ **Income Requirements:** Net income (after taxes) for the household must equal 3 times the rental amount.

_____ **Income Documentation:** For current employment, applicants must submit copies of one month of most recent pay stubs. Employers will be contacted to verify income and longevity.

Applicants beginning a new job may provide an offer letter from their prospective employer.

Pension/Social Security/Other Income: a copy of your most current award letter is required.

Self-employed persons must show at least one year's tax return (corporate, K-1, or 1040 schedule C) and 3 months bank statements (statements must show name on the account).

These are minimum requirements; Cardinal Properties might require further documentation.

_____ **Credit Requirements:** Cardinal Properties will run a credit report to evaluate the prospective tenant's history of meeting financial obligations.

Applicants with a credit score below 580 will generally not be considered – Consideration may be given for medical and student loan collections/delinquencies.

Any applicant owing money to a prior landlord shall be automatically disqualified. Collections or past due amounts to utility companies must be paid off. Other items on your report, such as unpaid tax liens, delinquencies, and returned checks, can affect your approval.

- _____ At least 3 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 or money owed to a previous landlord or a negative reference will result in an automatic disqualification. References cannot be relatives or another member of the household.
- _____ A copy of a Government Issued Photo ID must be provided. Acceptable forms of ID include Passport, valid Driver's License, Military ID, etc.
- _____ Applications are approved based on a cumulative score that reflects job history, housing history and credit. Applicants may be denied for failure to meet any single qualifying requirement or for cumulative low or negative factors.
- _____ A larger security deposit or guarantor may be considered for applicants that do not meet some qualifying criteria (i.e. applicants that have no credit or have never rented but have no disqualifying factors)

RENTERS INSURANCE POLICY: All tenants are required to provide proof of renters insurance at move-in and maintain insurance for the duration of tenancy.

CRIMINAL HISTORY POLICY

1. Anyone with a felony conviction must have spent six months on probation, and must have NO probation violations, pre-release violations, repeat offenses, or additional convictions.
2. Anyone convicted of a drug charge (including using, manufacturing, distributing, or possession) must have completed all required probation. Any applicant failing a drug test as a condition of probation be denied.
3. Anyone listed on the sexual or violent registry will not be accepted as a tenant.

ANIMAL / PET POLICY

1. **ALL applicants, whether they have animals or not, must complete** the third party review and screening process at **<https://cardinalproperties.petscreening.com>**. Fees will apply for each pet. There is no cost for households with no animals or who submit accommodation paperwork for a service or companion animal.
2. In multiple person households, if animals are jointly owned, only one applicant is required to complete the screening process for each animal.
3. Pets must be at least one year old. Puppies and kittens are not accepted.
4. Fish, birds, lizards, snakes etc are considered pets and must be included on the application.
5. Dog breeds considered vicious by insurance company standards will not be allowed on the property. This applies to both purebred and mixed breed dogs and includes: 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.
6. Ferrets are not accepted as pets.
7. Owners of multiple pets should contact our office to ensure the property will accept more than one pet.
8. If a pet is approved, an additional deposit will be required. Deposit will increase per pet. Some properties may also require monthly pet rent.
9. No pet sitting or visiting is allowed.

SMOKING POLICY

1. Some properties will not accept any tenants that smoke.
2. Cardinal Properties does not manage any units that allow smoking inside. Tenants who smoke must do so on the street or in the alley or inside their vehicle if it is parked in the driveway (not inside the garage).
3. Smoking restrictions include, but are not limited to, all tobacco and marijuana products, medical or otherwise, and vaping.
4. Tenants who smoke are required to use air purifiers in the unit to eliminate odor and residue that comes into the unit on their person or clothing and may be required to do additional cleaning to address odor.
5. Management will require an additional deposit and may require additional inspections to ensure compliance.

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

MEDICAL MARIJUANA: Growing marijuana, for personal or commercial use, is not allowed at rental properties.

Applicant Signature

Date

I have read and understand the application policies and procedures .



PET SCREENING

We encourage healthy and responsible pet interactions for all residents and we strive to create a community that welcomes everyone and ensures a pet-responsible environment. We use a third-party pet application that is simple and secure while storing your pet's information in one place.

This service makes it easy for Pet/Animal Owners to share their animal records with their Housing Provider, pet groomers, doggy daycares, dog walkers, pet sitters, vets, pet friendly hotels and more.

PRICING

- Prices are set by petscreening.com. Please check website for current charges.
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile

All profiles are active for one year upon completion.

Please note that completion of the pet screening is NOT final approval to move an animal into a property.

HOW TO MAKE A PROFILE

Note: **Applicants without pets must complete the online NO-PET affidavit,**

Pet Owners should gather the following to start:

- Vaccination Records
- Microchip Information
- Photos of Your Pet

1. All applicants should visit: <https://cardinalproperties.petscreening.com>
2. Review the policies and click the 'Start Here' button for No Pets, Household Pets or Assistance Animals.
3. Enter your contact information, read and accept the Terms of Service, and click 'Create Profile.'
4. No pets: Simply complete the affidavit questions.
5. Pet/Animal Owners: Select the type of animal then click Create a Pet Profile. If you are making an accommodation request for an Assistance Animal, the request box will be pre-selected.
6. On the next page, click on each section within the profile to enter details, upload photos and attach documents.
7. For Pets: Click the green 'Proceed to Payment' button at the top right of the profile, enter payment details and submit. For Animals: Click the green 'Submit for Review' button at the top right of your profile.
8. Your Pet Profile will be shared automatically with your housing provider.



Cardinal Properties, Inc.

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

Fax: (406) 363-4432 TDD#711

ONE APPLICATION PER ADULT

Interested Property _____

Desired Start Date _____

Desired Start Date _____

FIRST _____ MI _____ LAST _____ SOCIAL SECURITY # _____

PHONE (____) _____ WORK PHONE (____) _____

E-MAIL _____ MAILING ADDRESS _____

LIST ALL ADDITIONAL HOUSEHOLD MEMBERS: _____

CURRENT PHYSICAL ADDRESS _____
CITY STATE ZIP

MOVE-IN DATE _____ REASON FOR VACATING _____

LANDLORD _____ PHONE (____) _____ EMAIL _____

PREVIOUS ADDRESS (1) _____ HOW LONG _____ to _____
CITY STATE Month & year month & year

LANDLORD _____ PHONE (____) _____ EMAIL _____

PREVIOUS ADDRESS (2) _____ HOW LONG _____ to _____
CITY STATE Month & year month & year

LANDLORD _____ PHONE (____) _____ EMAIL _____

Have you rented through Cardinal Properties before? Yes ☐ No ☐
Address _____

ANIMALS: How Many _____ Type(s) _____ Breed(s) _____ Age(s) _____

***ALL applicants, with or without animals, must complete the screening at cardinalproperties.petscreening.com**

DO YOU OR ANY MEMBER OF THE HOUSEHOLD SMOKE? ☐ Yes, and I agree to the terms of the smoking policy ☐ No

HOW MANY AUTOMOBILES DO YOU HAVE? _____

MAKE _____ MODEL _____ COLOR _____ YEAR _____ PLATE # _____

MAKE _____ MODEL _____ COLOR _____ YEAR _____ PLATE # _____

EMPLOYED BY _____ POSITION _____

SUPERVISOR _____ PHONE (____) _____ SUPERVISOR EMAIL _____

HOW LONG CURRENTLY EMPLOYED? _____ NET MONTHLY INCOME _____

OTHER SOURCES OF INCOME _____

Are you applying as part of a housing assistance program (e.g. Section 8, VASH, Rapid Rehousing Etc)? Yes ☐ No ☐

Program _____ Contact _____ Voucher Amount _____

NAME OF EMERGENCY CONTACT (Cannot be part of household) _____

RELATIONSHIP _____ PHONE #'s _____

ADDRESS _____ EMAIL _____

CRIMINAL HISTORY

Yes ☐ No ☐ Have you, or any member of your household, including minors, 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, including minors, ever been convicted of or plead 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, including minors listed as a **sexual and/or violent offender** with the Department of Justice?

Yes ☐ No ☐ Are you, or any member of your household, including minors, 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?

If yes to any of the above, explain: _____

Yes ☐ No ☐ Are you on probation or parole? Terms _____

Officer in charge: _____ Phone: _____ Email: _____

PERSONAL REFERENCES - KNOWN MINIMUM ONE YEAR - NO RELATIVES

References do not need to be local – day time phone numbers required.

NAME _____ PHONE (_____) _____ EMAIL _____

NAME _____ PHONE (_____) _____ EMAIL _____

\$42.00 Charge for processing; this fee is nonrefundable once processing is initiated.

A credit report will be obtained from a national credit bureau.

Applications submitted become the property of Cardinal Properties Inc.

Applicants represent that statements made above are true and correct and authorize verification of rental history, income, criminal history, references and credit. ALL applicants, whether they have animals or not, must complete the third party review and screening process at cardinalproperties.petscreening.com. Any misrepresentations made will void your contract.

SIGNATURE _____ DATE _____

WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW

406-363-4430 • docs@cardinalproperties.net • www.cardinalproperties.net

