



*Helping you find a house to make your home*

## 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 does not 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 **\$55.00 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.petscreening.com>. There is no additional fee for applicants without animals or assistance animals. PetScreening.com will charge applicants with pets a fee.
3. **Each adult** member of the household must complete a separate application. Once processing is initiated, all fees are **non-refundable**.

### **WAITING LIST POLICY**

1. Once approved, your name will be placed on our waiting lists for the property(s) you applied for.
2. Applicants are notified by mail when a vacancy comes available. If your name is at the top of the list and you refuse an apartment, your name will go to the bottom of the list.
3. Three refusals or no responses to the vacancy notices will result in your name being removed from the list.
4. All waiting list applicants' approval is subject to an updated application that must be completed prior to beginning income verifications.
5. Contact Cardinal Properties for complete waiting list policies.

**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 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).

\_\_\_\_ **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 liens, delinquencies, and returned checks, can affect approval.

- 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 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. Our low income properties allow one small pet (under 25 lbs)
8. If a pet is approved, an additional deposit will be required. Deposit will increase per pet.
9. No pet sitting or visiting is allowed.

#### **SMOKING POLICY**

1. Our low income properties are smoke free. Tenants who do smoke must do so on the street or in the alley.
2. Smoking restrictions include, but are not limited, to all tobacco and marijuana products, medical or otherwise, and vaping.
3. Tenants who smoke are required to use air purifiers in the unit to eliminate smoke odor and residue that comes into the unit on their person or clothing.
4. Management will require an additional deposit and may require additional inspections to ensure compliance.

**MEDICAL MARIJUANA:** The use of medical marijuana is NOT allowed on this property as it is federally funded, and marijuana is illegal under Federal laws. Growing marijuana, for personal or commercial use, is not allowed at rental properties.

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Applicant Signature

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Date

I have read and understand the application policies and procedures and confirm that all information provided here-in is true and accurate to the best of my ability.



## 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.



320 South 2<sup>nd</sup> Street, Hamilton MT 59840  
[www.cardinalproperties.net](http://www.cardinalproperties.net)  
info@cardinalproperties.net  
(406) 363-4430 TDD #711

### APPLICATION FOR OCCUPANCY ~ ONE APPLICATION PER ADULT

Our low income housing projects have different qualifying criteria. Please indicate which property/properties you may be interested in and which occupancy criteria your household meets (Head or Co-Head of the household must qualify – **choose all that apply**) and which size apartment would best meet the living needs of your household. IF applicant has completed a full online application, they must also complete the sections highlighted in gray on the paper application.

#### Cedar Et Al Project:

In this project, households in which the Tenant or Co-tenant are elderly or disabled have a special status and are eligible for a deduction from gross income prior to rent calculations. Do you believe this status applies to your household?

Yes  No

#### Darby Apartments – Darby

62 or older  Handicapped/disabled  
 One Bedroom  Two Bedroom

#### Terrace Apartments – Hamilton

62 or older  Handicapped/disabled  
 One Bedroom  Two Bedroom

#### Willow Creek Apartments – Corvallis

(family housing – 2 bedroom units)

#### Cedar Grove Apartments – Victor (family housing)

(family housing – 2 bedroom units)

#### Charles Apartments – Stevensville

62 or older  Handicapped/disabled  
 One Bedroom  Two Bedroom

#### Parkside Apartments – Hamilton

55 or older (All members of the household must meet this requirement)  
 One Bedroom  Two Bedroom

#### Burnt Fork Place – Stevensville

62 or older  Handicapped/disabled  
 Victim of Domestic/Sexual Abuse  
 Two Bedroom  Three Bedroom

#### Burnt Fork Manor – Stevensville

In this project, households in which the Tenant or Co-tenant are elderly or disabled have a special status and are eligible for a deduction from gross income prior to rent calculations. Do you believe this status applies to your household?

Yes  No

62 or older  Handicapped/disabled  
 One Bedroom  Two Bedroom

Are you or any member of your household a Full Time Student, plan to be, or have been in the last 12 months? (If yes, the household must complete the student exemption form to see if they qualify)

Yes  No

Would it be beneficial to your household to live in an apartment that has been designed for the handicapped or disabled?

Yes  No



WE COMPLY WITH THE FEDERAL FAIR HOUSING LAWS. IT IS ILLEGAL TO DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, FAMILY STATUS, AGE OR HANDICAP.

All applicants for fair housing are required to provide the information requested below and to also provide a third-party verification of all household income. This information will be held in STRICT CONFIDENCE and will only be used by Project Management to determine the applicant's eligibility to occupy an apartment unit in this Project. All tenants must meet the eligibility requirements established by Rural Development, USDA, the Montana Department of Commerce HOME Program, and also meet the Occupancy Policy of the Project. All eligible applicants who have FULLY COMPLETED this application, will be entered on the waiting list and notified of vacancies based on the order of priority as established by RD, USDA, and the Montana Department of Commerce HOME Program, US Government.

APPLICANT: FIRST \_\_\_\_\_ MI \_\_\_\_\_ LAST \_\_\_\_\_  
 PHONE (\_\_\_\_\_) \_\_\_\_\_ Text?  No  Yes EMAIL \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_

### Household Composition

|           | Household Member Names | Sex | Relationship | Social Security # | Date of Birth |
|-----------|------------------------|-----|--------------|-------------------|---------------|
| Tenant    |                        |     |              |                   |               |
| Co-tenant |                        |     |              |                   |               |
| 1         |                        |     |              |                   |               |
| 2         |                        |     |              |                   |               |
| 3         |                        |     |              |                   |               |
| 4         |                        |     |              |                   |               |

**Race of the Tenant:**  Alaskan Native,  Black or African American, **Ethnic Group:**  Hispanic  
 American Indian,  Native Hawaiian or Pacific Islander  Non- Hispanic  
 Asian,  White

*The information regarding race, national origin, and sex designation solicited on this application is requested in order to assure the Federal Government, acting thru Rural Development and the Montana Department of Commerce HOME Program, that Federal Laws prohibiting discrimination against housing applicants on the basis of race, color, national origin, religion, sex, familial status, age, and handicap are complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. If you choose not to furnish the information, the Owner is required to note the race, national origin and sex of the household based on a visual observation or your surname.*

PRESENT ADDRESS \_\_\_\_\_ HOW LONG \_\_\_\_\_ to \_\_\_\_\_  
 CITY STATE ZIP month/year month/year

LANDLORD \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_ REASON FOR VACATING \_\_\_\_\_

PREVIOUS ADDRESS (1) \_\_\_\_\_ HOW LONG \_\_\_\_\_ to \_\_\_\_\_  
 CITY STATE ZIP month/year month/year

LANDLORD \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_ REASON FOR VACATING \_\_\_\_\_

PREVIOUS ADDRESS (1) \_\_\_\_\_ HOW LONG \_\_\_\_\_ to \_\_\_\_\_  
 CITY STATE ZIP month/year month/year

LANDLORD \_\_\_\_\_ PHONE (\_\_\_\_\_) \_\_\_\_\_

EMAIL \_\_\_\_\_ REASON FOR VACATING \_\_\_\_\_

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 process – see link and notes in application policies

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 # \_\_\_\_\_

**EMERGENCY CONTACT (CANNOT BE PART OF THE HOUSEHOLD)** \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE #'s \_\_\_\_\_ ADDRESS \_\_\_\_\_

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

Program \_\_\_\_\_ Contact \_\_\_\_\_ Voucher Amount \_\_\_\_\_

**Income from employment**

|           | Employer | Occupation | Business Address | Phone # | Annual Income |
|-----------|----------|------------|------------------|---------|---------------|
| Tenant    |          |            |                  |         |               |
| Co-tenant |          |            |                  |         |               |
| 1-4       |          |            |                  |         |               |

All reported income must be verified and certified as correct by the Owner or Management Agent.

**Income from other sources:**

|   |                          |
|---|--------------------------|
| <input type="checkbox"/> Public Assistance (TANF): _____                        | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Child Support- Spouse's Name: _____                    | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Alimony- Spouse Name: _____                            | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Unemployment Payments/Worker's Comp.-State _____       | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Student Aid/Loans- Source: _____                       | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Interest Earnings _____                                | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Pension/Annuity/Retirement Fund: _____                 | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Social Security or SSI Payments-Member Benefited _____ | Monthly Amount: \$ _____ |
| <input type="checkbox"/> Other/Anticipated Income: _____                        | Monthly Amount: \$ _____ |

**Household Assets:**

| Type           | Location/ Bank/ S&L | Address/ Phone | Amount |
|----------------|---------------------|----------------|--------|
| Checking Acct. |                     |                |        |
| Savings Acct.  |                     |                |        |
| Real Estate    |                     |                |        |
| Other Assets   |                     |                |        |

**Medical Expenses:** (Those expenses NOT covered by Health Insurance) Households that claim a handicapped or disabled status and accept a \$400 deduction from income are also eligible for deductions for medical expenses in excess of 3% of gross income.

| Provider/ Hospital/ Doctor/ Pharmacy | Address/ Phone | Annual Expense |
|--------------------------------------|----------------|----------------|
|                                      |                |                |
|                                      |                |                |

Do you pay for child day care outside the home?  No  Yes**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 \_\_\_\_\_

## 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: \_\_\_\_\_

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**Notification to applicant:** Applicants who have submitted a complete application, as defined by the Management Agent, will be notified in writing that he/she/they have either been selected for occupancy, rejected for cause as listed, or been placed on the waiting list. Please read and initial the following:

\_\_\_\_ I understand that should I be ineligible to occupy an apartment because of the above information, I can request occupancy as an ineligible applicant after the Management Agent confirms that no other eligible applicants are present on the waiting list. The conditions of occupancy as an ineligible tenant as stated in the Rural Development occupancy regulations have been explained to me as I understand them.

\_\_\_\_ It has been explained to me that, should I be eligible for and receive the use of Rental Assistance, I will pay 30% of my adjusted monthly income as my monthly rent, but in no case would I pay more than the note rate established for my particular size apartment.

\_\_\_\_ I understand that should I be offered occupancy by the Management Agent and I chose not to accept, my application will be moved to the bottom of the waiting list, and I would not be contacted again for occupancy until all other applicants above my name have been so contacted.

\_\_\_\_ I certify by initial that the housing I will occupy is or will be my sole permanent residence.

\_\_\_\_ I certify by initial that I do not or ever will maintain a separate subsidized living unit in another subsidized project or property at the same time.

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### A CREDIT REPORT WILL BE OBTAINED FROM A NATIONAL CREDIT BUREAU.

\$55.00 Charge for Processing Per Adult. This fee is nonrefundable once processing is initiated. A photo ID is required at the time of application.

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**I HERBY CERTIFY THAT THE INFORMATION LISTED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND THAT ANY MISREPRESENTATIONS WILL BE JUST CAUSE FOR THE MANAGEMENT AGENT TO REJECT MY APPLICATION FOR OCCUPANCY. I UNDERSTAND THAT I MUST COMPLETE THE THIRD PARTY REVIEW AND SCREENING PROCESS AT PETSCREENING.COM, WHETHER I HAVE ANIMALS OR NOT. MY SIGNATURE AUTHORIZES VERIFICATION OF RENTAL HISTORY, INCOME, CRIMINAL HISTORY, REFERENCES AND CREDIT.**

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Acknowledged as received and that the conditions of occupancy and eligibility were explained.

Agent/Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_