

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

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

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 **\$40.00 processing fee per applicant** which covers the handling of your application and cost of your credit report. If a third-party guarantee is required, an additional \$20.00 processing fee must be paid.
2. Animals: **ALL applicants, whether they have animals or not**, must also complete the third-party review and screening process at **cardinalproperties.petscreening.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. All processing fees are **non-refundable**, and **each adult** member of the household must complete a separate application.

**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.

\_\_\_\_\_ **Income Documentation:** For current employment, applicants must submit copies of one month of most recent pay stubs. Permanent employment of at least 4 months at the same job is preferred. Employers will be contacted to verify income and longevity.

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.

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.

Consideration may be given for medical and student loan collections.

\_\_\_\_\_ 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 owing 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.

## 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; this includes using, manufacturing, distributing, or possession; must have completed all required probation. Anyone failing a drug test as a condition of probation will not be accepted as a tenant.
3. Anyone listed on the sexual or violent registry will not be accepted as a tenant.

## 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.

## ANIMAL / PET POLICY

1. **ALL applicants, whether they have animals or not, must complete** the third-party review and screening process at **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. As a pet, one cat or one small dog under 20 pounds is considered.
4. Pets must be at least one year old. Puppies and kittens are not accepted.
5. Fish, birds, lizards, snakes etc. are considered pets and must be included on the application.
6. 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.
7. Ferrets are not accepted as pets.
8. If a pet is approved, an additional deposit will be required.

## SMOKING POLICY

1. Our low-income properties are smoke free. Tenants who smoke must do so on the street or in the alley or inside their vehicle.
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 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

Date



I have read and understand the application policies and procedures.

01/20/20

## 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](https://petscreening.com). Please check website for current prices.
- No charge (\$0) for an Assistance Animal Accommodation Request
- No charge (\$0) for a No-Pet profile
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All profiles are active for one year upon completion.

## HOW TO MAKE A PROFILE

Note: **Applicants without pets must complete the online affidavit**, while 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.

# Burnt Fork Place, Stevensville MT

APPLICATION FOR OCCUPANCY ~ ONE APPLICATION PER ADULT

For office use only, applicant do not enter date

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**TDD # 711**



**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, 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 order of placement.

**Name:** \_\_\_\_\_ **Home ph:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**How Long** \_\_\_\_\_ **Reason for Vacating** \_\_\_\_\_

**Landlord** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **How Long** \_\_\_\_\_

**Landlord** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **How Long** \_\_\_\_\_

**Landlord** \_\_\_\_\_ **Phone ( )** \_\_\_\_\_

**Household Composition-** to Qualify for Occupancy, the tenant or co-tenant must be 62 or older, disabled of any age, or a victim of abuse

	Household Member Names	Sex	Relationship	Social Security #	Date of Birth
T					
CT					
1					
2					
3					
4					

Are you or any member of your household a Full Time Student, plan to be, or have been in the last 12 months? Yes  No   
 (If yes, the household must complete the student exemption form to see if they qualify)

Please indicate the size of apartment that would best meet the living needs of your household. **Two Bedroom**  **Three Bedroom**

Would it be beneficial to your household to live in an apartment that has been designed for the handicapped or disabled? Yes  No

Please indicate which occupancy criteria your household meets: (Head or Co-Head must qualify as one or more of the following)  
 **Senior (62 or older)**    **Disabled**    **Victim of Domestic/Sexual Abuse**

**Household Income:** All reported income and assets must be verified and certified as correct by the Owner or Management Agent to complete occupancy requirements.

**Employment**

	Employer	Occupation	Business Address	Phone #	YR Income
T					
CT					
1-4					

**Income from other sources:**

- Public Assistance (AFDC): \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.
- Alimony- Spouse Name: \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.
- Unemployment Payments/Workmen’s Comp.- State: \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.
- Interest Earnings \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.
- Pension/Annuity/Retirement Fund: \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.
- Student Aid/Loans- Source: \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.
- SS or SSI Payments- Member Benefited: \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.
- Other : \_\_\_\_\_ Monthly Amount: \$ \_\_\_\_\_.

**Household Assets:**

Type	Location/ Bank/ S&L	Phone	Amount
Checking Acct:			
Savings Acct:			
Real Estate:			
Other Assets:			

• **Emergency contact:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

• How many automobiles do you have? \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Plate # \_\_\_\_\_

• Do you or any members of the household smoke? \_\_\_\_ no \_\_\_\_ yes, and I agree to smoke off the property. By submitting the application for processing, you are agreeing to these terms. \_\_\_\_\_ (initial here)

• **Animals:** Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

(One pet cat or one pet dog only. A profile must be completed at [petscreening.com](http://petscreening.com) as part of the application for ALL applicants, whether your animal is a pet or an ESA.)

● **Criminal History:**

- ★ Are you or any member of your household 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? **Yes**  **No**
- ★ Have you or any member of your household ever been convicted of or pled guilty or no contest to a felony whether or not resulting in a conviction? **Yes**  **No**
- ★ Have you or any member of your household ever been convicted or pleaded 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 listed as a sexual and/or violent offender with the Department of Justice? **Yes**  **No**

● **Personal References:**

Known minimum of one year- No Relatives- References do not need to be local- Daytime numbers required

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ City/ST: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ City/ST: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ City/ST: \_\_\_\_\_

- **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.

\_\_\_\_\_ 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 now or ever will maintain a separate low-income living unit in another project or property at the same time.

\_\_\_\_\_ 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.

- 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, 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.

Please indicate the Race of the Tenant: **Alaskan Native** , **American Indian** , **Asian** , **Black or African American** ,  
**Native Hawaiian or Pacific Islander** , **White** .

Ethnic Group: **Hispanic**  **Non-Hispanic**

**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 CARDINALPROPERTIES.PETSCREENING.COM, WHETHER I HAVE ANIMALS OR NOT. MY SIGNATURE AUTHORIZES VERIFICATION OF RENTAL HISTORY, REFERENCES AND CREDIT.**

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

**A CREDIT REPORT WILL BE OBTAINED FROM A NATIONAL CREDIT BUREAU WHEN PROCESSING.**  
**\$40.00 Charge for Processing Per Adult. This fee is nonrefundable. A photo ID is required at the time of processing the application.**

