



320 S Second
Hamilton, Montana 59840
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CHANGE OF PROPERTY PROCEDURE

(Moving from one rental unit to another)

Tenants must understand that a new unit cannot be “held” for them if it’s available now, and that their current deposit is NOT transferrable.

Tenant should be prepared for the financial cost of maintaining two properties during the overlapping period, including security deposits, rents and utilities. There will always be some overlapping rent requirement depending on the property available date, how long it takes the tenant to move between the units, and the tenants lease obligations on their original unit.

STEP 1: Tenant requests to be considered for a different property. Property manager review:

Cardinal property managers will review annual inspections, tenant ledger, other owner information etc.

- Tenant ledger must have a zero balance. No change of property will be approved unless/until the tenant account is a zero balance. Frequent late fees and/or unpaid charges may result in being declined to rent another unit with Cardinal Properties

STEP 2: Property inspection:

Cardinal will schedule and complete a property inspection. If there are damages or excessive cleaning needed the change of properties may be denied OR the damages may have to be repaired by a professional, prior to proceeding with the next steps of the process. (This includes carpet cleaning)

STEP 3: Tenant applies for new property:

If the tenant has been in their current unit for six months or less, a new application is not required but tenants still have to provide updated income documentation to verify they income qualify for the home. Household information will be reviewed to ensure it fits within the requirements for the new property (i.e. household size, pets, parking, etc).

If the tenant has been in their unit for over six months, a new application and application fee is required. Credit, criminal and income will be checked to ensure the tenant meets minimum requirements for the new property.

STEP 4: Tenant is offered new property and secures or rents it:

When the tenant is offered the new property, either a security deposit is required to secure the unit or if the property is available now, the new lease is signed and tenant takes possession.

STEP 5: Tenant gives notice for existing property

If the tenant is in a month to month lease, a 30 day notice is required. The tenant will be responsible for rent and utilities through this notice period.

FEES

- \$50 inspection fee (if tenant(s) have occupied unit less than one year or if no inspection has been done in unit within 2 months)
- Individual application fees – each tenant will be individually responsible for paying application fees if their original application is over 6 months old
- Pet screening fees: If applicants have animals, each applicant will be individually responsible for paying any associated screening fees.