

# 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 **\$35.00 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.

## 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 a different 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 will be taken. Should you decide not to rent the unit, you will be charged a per day fee equal to a day's rent until a new tenant is approved, 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.

\_\_\_\_\_ **Income Requirements:** Income for the household must equal 3 times the rental amount, in net (after taxes) income.

\_\_\_\_\_ **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).

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.

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.
- \_\_\_\_\_ A larger security deposit or guarantor may be required in order to consider applicants that do not meet qualifying criteria

**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; 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.

### **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. 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.
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 smoke odor and residue that comes into the unit on their person or clothing.
5. Management 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.

01/20/20



# Cardinal Properties, Inc.

320 South 2nd Street  
Hamilton, Montana 59840  
(406) 363-4430 • Fax: (406) 363-4432  
info@cardinalproperties.net

## COMMERCIAL LEASE APPLICATION

Date: \_\_\_\_\_

Lessee Full Company Name: \_\_\_\_\_

Date Established: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Structure: ☐ Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Other \_\_\_\_\_

Nature of Business: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Length at Current Address: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_

### GUARANTORS / OWNERS / PARTNERS:

	Applicant 1	Applicant 2	Applicant 3
Name	_____	_____	_____
Mailing Address	_____	_____	_____
City, ST Zip	_____	_____	_____
Phone	_____	_____	_____
SSN	_____	_____	_____
Title	_____	_____	_____
% Ownership	_____	_____	_____

The undersigned has/have the necessary capacity to execute this Commercial Lease Application and the right to execute any related documents. In that regard, the undersigned will provide documentation evidencing this authority prior to execution of any lease or other documents relating to the lease of the subject property.

### CREDIT REFERENCES

Type	Account #	Contact	Phone	City/State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### TRADE REFERENCES

Name of Business	Address	Contact Name	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## COMMERCIAL RENTAL HISTORY

**Present Address:** \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

☐ Rent ☐ Own Monthly Rent/Mortgage payment: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord / Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City, ST, Zip: \_\_\_\_\_

☐ Rent ☐ Own Monthly Rent/Mortgage payment: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Landlord / Mortgage Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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☐ Yes ☐ No Has the company and / or officers ever filed a petition of bankruptcy? If yes, explain: \_\_\_\_\_

☐ Yes ☐ No Have any officers ever been convicted of a felony violation? If yes, explain: \_\_\_\_\_

☐ Yes ☐ No Have any officers ever been convicted of the illegal use, manufacture or distribution of a controlled substance? If yes, explain: \_\_\_\_\_

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## CONDITIONS AND INFORMATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Applicants represent that statements made above are true and correct and authorize verification of rental history, references and credit. Any misrepresentations made will void your contract.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

There is a \$35.00 charge for processing: this fee is non-refundable. A photo ID is required at the time of processing the application. Applications submitted become the property of Cardinal Properties Inc.

**WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW**

[info@cardinalproperties.net](mailto:info@cardinalproperties.net) ▪ [www.cardinalproperties.net](http://www.cardinalproperties.net)

