



Phone (406) 728-7333 Fax (406) 728-0375

### **APPLICATION/ADMINISTRATIVE FEES**

There is a non-refundable \$35.00 application fee per application. \$20.00 per application is due before the application will be processed and the remaining \$15.00 per application will be due at the time of lease signing. This fee applies for all applications and each adult person that will reside on the property must complete an application. **\*\*NO CASH / 3% Transaction fee for Credit/Debit Payments\*\***

### **Rental Requirements**

Applications must be accompanied by the application fee and the following documents before processing:

- Sufficient Income:** Three (3) times the monthly rent amount – Must provide 30 days of income verification. (i.e. copy of pay stubs or letter of employment)
- Good Rental History:** Minimum one year verifiable history with signed lease
- Good Credit History:** Accounts in good standing with on time payment history, no bankruptcy in last 5 years, no collections/judgements, etc.

**\*Approval and Residency will be offered to the first approved and best qualified applicant\***

**Gatewest Management Rental Application**

Date of application: \_\_\_\_\_ Property applied for: \_\_\_\_\_  
Desired date of occupancy: \_\_\_\_\_

**A separate application must be filled out by each applicant (even if married).**

**Applicant's Full Name:** \_\_\_\_\_ **M / F** **DOB:** \_\_\_\_\_  
Have you ever used another name(s)? **Y / N** If yes, name(s) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_  
Drivers License #: \_\_\_\_\_ State Issued by: \_\_\_\_\_

**Do you have pets? Y / N** If yes, how many? \_\_\_\_\_ What type(s)? \_\_\_\_\_  
Breed(s)? \_\_\_\_\_ Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Gender(s)? \_\_\_\_\_

**Do any of the people residing in this unit smoke? Y / N**

**ADDRESSES**

**Present Address:** \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Move in date: \_\_\_\_\_

**Present Landlord:** \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**Previous Address:** \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Move in date: \_\_\_\_\_ Move out date: \_\_\_\_\_

**Previous Landlord:** \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**ADDITIONAL OCCUPANTS FOR DESIRED RENTAL (Who will reside with you in the property applied for?)**

NAME	RELATIONSHIP	BIRTH DATE

**VEHICLES**

**#1 Vehicle:** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

**#2 Vehicles:** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_  
License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Lien Holder: \_\_\_\_\_

**EMPLOYMENT**

**EMPLOYER:** \_\_\_\_\_ Since: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Full time / Part time \_\_\_\_\_ Monthly Income\$: \_\_\_\_\_  
Phone:(\_\_\_\_\_) \_\_\_\_\_

**PREVIOUS EMPLOYER:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

**OTHER SOURCES OF INCOME**

Source: \_\_\_\_\_ Income:\$ \_\_\_\_\_ Weekly / Biweekly / Monthly / Yearly

Source: \_\_\_\_\_ Income:\$ \_\_\_\_\_ Weekly / Biweekly / Monthly / Yearly

**REFERENCE**

**Nearest Relative:** \_\_\_\_\_ Relation: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone:(\_\_\_\_\_) \_\_\_\_\_

**Non-Relative:** \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone:(\_\_\_\_\_) \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ Phone:(\_\_\_\_\_) \_\_\_\_\_

**Explain any "YES" answers below with names and details:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Has any signer ever been sued for bills?                 | <input type="checkbox"/> Yes | <input type="checkbox"/> NO |
| Has any signer ever broken a lease?                      | <input type="checkbox"/> Yes | <input type="checkbox"/> NO |
| Has any signer ever been sued for eviction?              | <input type="checkbox"/> Yes | <input type="checkbox"/> NO |
| Has any signer ever been bankrupt?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> NO |
| Has any signer been convicted of a federal or state law? | <input type="checkbox"/> Yes | <input type="checkbox"/> NO |
| Has any signer ever been guilty of a felony?             | <input type="checkbox"/> Yes | <input type="checkbox"/> NO |

**I Am (Check one):**

- |  |
|--|
| <input type="checkbox"/> A citizen of the USA  |
| <input type="checkbox"/> A noncitizen national of the USA                            |
| <input type="checkbox"/> A lawful permanent resident<br>(Alien # _____)              |
| <input type="checkbox"/> An alien authorized to work<br>(Alien or Admission # _____) |

Is the total move-in amount available now (rent and deposit)?  Yes  No

**Applicant authorizes Gatewest Management to contact past and present landlords, employers, creditors, credit bureau, neighbors and any other sources deemed necessary to investigate applicant. All materials remain the property of Gatewest.**

**All the information is true, accurate and complete to the best of applicant's knowledge. Gatewest Management reserves the right to disqualify tenant and/or evict if information is not as represented.**

ANY PERSON OR FIRM IS AUTHORIZED TO RELEASE INFORMATION ABOUT THE UNDERSIGNED UPON PRESENTATION OF THIS FORM OR A PHOTOCOPY OF THIS FORM AT ANY TIME

X \_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

**Gatewest Property Management  
P.O. Box 8599  
Missoula, MT 59807  
Phone (406)-728-7333  
Fax (406)728-0375**

**STANDARDS OF OCCUPANCY: 1 Tenant per studio—if a couple (2 tenants) wish to rent a studio, rent will increase by \$125.00 per month. For 1 bedroom and up, no more than 2 tenants are allowed per bedroom.**

