



Phone (406) 728-7333 - Fax (406) 728-0375 - [gatewest@montana.com](mailto:gatewest@montana.com)

### **TENANT APPLICATION**

There is a \$50.00 application fee per application. \$30.00 per application (non-refundable) is due before the application will be processed and the remaining \$20.00 per application will be due at the time of lease signing. **\*NO CASH PAYMENTS WILL BE ACCEPTED. There is a transaction fee of 5-6% for any Credit/Debit Payments.\***

**Rental Requirements:** All individuals over the age of 18 that will reside on the property are required to complete their own application. Each applicant will be required to qualify. Applications are processed in the order received and must be accompanied by the application fee and supporting documents to start processing. Gatewest is not responsible for contacting the applicant for missing information. Incomplete applications will delay the process and could result in denial or rewording the property to another applicant. **For an applicant to be considered for tenancy, the applicant must meet the following criteria:**

- Sufficient Income:** Gross household income of three (3) times the monthly rent amount – Must provide 30 days of most recent income verification. (i.e., copy of pay stubs or letter of employment or tax document. No bank statements). Self-employed applicants may be required to show proof of income through copies of the most recent year's taxes. Non-garnishable income will not be calculated towards the income requirement.
- Good Rental History:** Minimum one year verifiable rental history with a signed lease. The top half of last page of the application must be completed to verify. Applications cannot be approved if we cannot contact rental references. Gatewest is not responsible for delays in the application process caused by applicants' rental references.
- Verifiable Good & Established Credit History:** Accounts in good standing with on time payment history, no bankruptcy in last 5 years, no collections/judgements, etc. Gatewest will obtain an Equifax credit report for each applicant. We do not look at credit score. (No credit does not mean good credit). **\*If an applicant has a credit lock, please let Gatewest know. If we cannot access credit an additional \$15 will be due to proceed and re-check credit\***
- No Criminal Convictions That Resulted in the Applicant Being Found Guilty of a Felony.**
- View the Unit Being Applied For:** It is our policy to not rent "sight-unseen". Applicants must view the property. Property can be applied for before viewing.

\*Should you require a reasonable accommodation or modification, please ask for assistance from a member of our staff and complete the required documents.\*

Applicants may be offered a Guarantor. A Guarantor has the same obligations as a “co-signer”. This is at the discretion of Gatewest, after processing is completed. We do not offer that to everyone, and it is not offered up-front. A separate Guarantor application will be provided, if required for tenancy.

**Gatewest does not accept a double deposit or ask an applicant to pay additional months’ rent in advance, in lieu of not meeting our rental requirements. Falsified applications can be rejected without further notice.**

Gatewest Property Management utilizes a consistent thorough application process of all applicants for tenancy based on a set of objective nondiscriminatory criteria. As a company, we do business in accordance with the Federal Fair Housing Law and welcome Persons of all races, color, religion, age, sex, physical/mental handicap, marital/familial status, national origin, creed, ethnicity, and sexual orientation.

**All applications submitted become property of Gatewest.**



## Gatewest Management Rental Application

Date of application: \_\_\_\_\_ Property applied for: \_\_\_\_\_

Desired date of occupancy: \_\_\_\_\_

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

**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 animals? Y/N** If yes, how many? \_\_\_\_\_ What type(s)? \_\_\_\_\_

Breed(s)? \_\_\_\_\_ Age(s)? \_\_\_\_\_ Weight(s)? \_\_\_\_\_ Gender(s)? \_\_\_\_\_

**If yes, is it a service/emotional support animal? Y/N** (Please attach proper documentation or ask)

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

**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

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**REFERENCE**

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

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

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

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

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

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

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

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**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 # _____) |

If "yes" to any above, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.**

