

B.P. ASSET MANAGEMENT

848 Main Street, Suite #11
Billings, MT 59105
Phone: (406) 238-0070 Fax: (406) 238-0071

www.billingsprop.com

APPLICATION POLICIES AND PROCEDURES

- EACH PERSON 18 YEARS OR OLDER MUST FILL OUT AN APPLICATION UNLESS THEY ARE A LEGAL DEPENDENT
- BP ASSET MANAGEMENT STRICTLY ADHERES TO ALL FAIR HOUSING LAWS
- ALL SECTIONS OF THE APPLICATION MUST BE FILLED IN COMPLETELY OR IT WILL NOT BE PROCESSED
- THE APPLICATION FEE OF **\$40.00** PER PERSON IS **NON-REFUNDABLE**
- THE APPLICATION FEE MUST ACCOMPANY THE APPLICATION OR PROCESSING WILL NOT BEGIN UNTIL THE APPLICATION FEE IS PAID IN FULL
- PROOF IS REQUIRED FOR ALL SOURCES OF INCOME
- CREDIT, RENTAL HISTORY, EMPLOYMENT/INCOME AND CRIMINAL BACKGROUND HISTORY IS THE BASIS FOR APPROVAL OR DENIAL OF APPLICATION
- APPLICATIONS ARE NOT CONSIDERED ON A FIRST COME/FIRST SERVE BASIS
- BP ASSET MANAGEMENT RESERVES THE RIGHT NOT TO RENT TO SEX OFFENDORS, VIOLENT OFFENDORS OR ANYONE WITH A FELONY CONVICITON
- IF A PET IS APPROVED, IT WILL BE NECESSARY TO PROVIDE SHOT RECORDS AND ANY REQUIRED LICENSE(S) PRIOR TO SIGNING THE LEASE DOCUMENTS

PLEASE REALIZE THAT THE MORE DOCUMENTATION THAT YOU PROVIDE WITH YOUR APPLICATION (PROOF OF INCOME, ANYTHING THAT MAY ASSIST US IN VERIFYING ALL THE INFORMATION), THE FASTER WE WILL BE ABLE TO HAVE AN ANSWER FOR YOU. ALTHOUGH WE TRY VERY HARD TO HAVE AN ANSWER FOR YOU WITHIN TWO WORKING DAYS SOMETIMES WE CANNOT REACH THE CONTACTS THAT YOU HAVE PROVIDED FOR US. PLEASE FEEL FREE TO CALL US TO CHECK THE STATUS OF YOUR APPLICATION.

SOMETIMES THERE ARE CONCERNS WITH INFORMATION RECEIVED, WHETHER REGARDING AN APPLICANT'S CREDIT, JOB STANDING OR REFERENCES. RATHER THAN SIMPLY DENY THE APPLICANT, IT MAY BECOME POSSIBLE FOR THE APPLICANT TO PROVIDE A THIRD PARTY GUARANTOR FOR THE RENTAL PROPERTY.

REASONABLE ACCOMMODATION, REASONABLE MODIFICATION AND MEDICAL VERIFICATION FORMS ARE AVAILABLE UPON REQUEST.

NOTICE OF CONTRACTUAL RELATIONSHIP
BP ASSET MANAGEMENT IS THE EXCLUSIVE AGENT FOR THE OWNER OF THE PROPERTIES LISTED FOR RENT/LEASE

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APPLICATION FEE RECEIVED: \$ _____ DATE: _____

APPLICATION APPROVED DATE: _____ DECLINED DATE _____
REASON FOR DECLINATION: _____ APPLICANT NOTIFIED BY _____
WRITTEN NOTIFICATION _____ VERBAL NOTIFICATION _____

APPLICATION TO RENT (PLEASE PRINT CLEARLY)

PROPERTY ADDRESS APPLIED FOR _____

FULL NAME OF APPLICANT _____

DATE OF BIRTH _____

SOCIAL SECURITY NUMBER _____ CELL PHONE _____

By providing our office with your cell phone, you are giving our office permission to call that phone.

HOME PHONE _____ WORK PHONE _____ E-mail _____

DRIVERS LICENSE NUMBER _____ STATE _____ EXP DATE _____

DO YOU HAVE A WATER BED, TRAMPOLINE OR ABOVE GROUND POOL? _____

PLEASE LIST YOUR PHYSICAL ADDRESSES WHERE YOU LIVED FOR THE PAST THREE YEARS:

PRESENT ADDRESS _____ How long @ this address _____

CITY/STATE/ZIP CODE _____

OWNER/MANAGER _____ PHONE NUMBER _____

RENTAL AMOUNT \$ _____ REASON FOR MOVING _____

PREVIOUS ADDRESS _____ How long @ this address _____

CITY/STATE/ZIP CODE _____

OWNER/MANAGER _____ PHONE NUMBER _____

RENTAL AMOUNT \$ _____ REASON FOR MOVING _____

PREVIOUS ADDRESS _____ How long @ this address _____

CITY/STATE/ZIP CODE _____

OWNER/MANAGER _____ PHONE NUMBER _____

RENTAL AMOUNT \$ _____ REASON FOR MOVING _____

PLEASE LIST ALL OTHER OCCUPANTS

NAME _____ NAME _____

NAME _____ NAME _____

NAME _____ NAME _____

PLEASE LIST ALL PETS

TYPE OF ANIMAL _____ BREED _____ SEX _____ WEIGHT _____

TYPE OF ANIMAL _____ BREED _____ SEX _____ WEIGHT _____

PLEASE LIST AT LEAST THE TWO MOST RECENT YEARS OF EMPLOYMENT INFORMATION:

PRESENT EMPLOYER: _____ DATE STARTED _____

EMPLOYERS ADDRESS: _____

CITY/STATE/ZIP _____ PHONE NUMBER _____

POSITION OR TITLE _____ GROSS INCOME: _____ PER _____

PRIOR EMPLOYER: _____ DATE STARTED _____

EMPLOYERS ADDRESS: _____

CITY/STATE/ZIP _____ PHONE NUMBER _____

POSITION OR TITLE _____ GROSS INCOME: _____ PER _____

OTHER INCOME: \$ _____ PER _____ SOURCE/S _____

EXAMPLES OF OTHER SOURCES OF INCOME ARE (BUT NOT LIMITED TO) CHILD SUPPORT, ALIMONY, AFDC, TRUST FUNDS, FINACIAL AID, INSURANCE SETTLEMENTS, REAL ESTATE CONTRACTS, PARENTAL SUPPORT, ETC. YOU MUST PROVIDE DOCUMENTATION OF THIS INCOME.

PLEASE LIST ALL VEHICLES THAT MAY BE PARKED AT OR NEAR THE PROPERTY, INCLUDING TRUCKS, CARS RV'S, TRAILERS, BOATS, MOTORCYCLES ETC:

MAKE: _____ MODEL _____ YEAR _____
LICENSE NUMBER _____ STATE _____ COLOR _____

MAKE: _____ MODEL _____ YEAR _____
LICENSE NUMBER _____ STATE _____ COLOR _____

MAKE: _____ MODEL _____ YEAR _____
LICENSE NUMBER _____ STATE _____ COLOR _____

MAKE: _____ MODEL _____ YEAR _____
LICENSE NUMBER _____ STATE _____ COLOR _____

DO YOU CURRENTLY HAVE RENTERS INSURANCE _____ YES _____ NO IF SO, THROUGH WHICH COMPANY? _____

DOES ANYONE WHO WILL LIVE AT THE PROPERTY SMOKE? _____ YES _____ NO

HAVE YOU EVER HAD AN EVICTION FILED AGAINST YOU? _____ YES _____ NO
IF YES, PLEASE EXPLAIN _____

HAVE YOU EVER FILED FOR BANKRUPTCY _____ YES _____ NO
IF YES, PLEASE EXPLAIN _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY _____ YES _____ NO
IF YES, PLEASE EXPLAIN _____

DATE _____ PROBATION OFFICER NAME _____

PROBATION OFFICER PHONE NUMBER _____

HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OR VIOLENT OFFENDER IN ANY JURISDICTION? _____ YES _____ NO IF SO WHERE _____

IN CASE OF AN EMERGENCY, PERSON TO NOTIFY: _____

RELATIONSHIP: _____ ADDRESS: _____

CITY/STATE/ZIP _____ PHONE NUMBER: _____

PLEASE LIST TWO PERSONAL REFERENCES: (NOT RELATIVES)

NAME _____ PHONE NUMBER _____

NAME _____ PHONE NUMBER _____

I, THE UNDERSIGNED, WARRANT AND REPRESENT THAT THE INFORMATION ON THIS RENTAL APPLICATION IS CORRECT AND TRUE AND THAT I HAVE READ AND UNDERSTAND ALL THE TERMS CONTAINED ON THIS DOCUMENT. ALL PERSONS AND FIRMS MAY FREELY RELEASE ANY INFORMATION CONCERNING ME. MANAGEMENT IS HEREBY AUTHORIZED TO VERIFY INFORMATION INCLUDING CHECKING CREDIT REPORTS, CURRENT AND PAST EMPLOYMENT HISTORY, RENTAL HISTORY WITH CURRENT AND PAST LANDLORDS AND PERSONAL REFERENCES. THE LANDLORD MAY TERMINATE ANY RENTAL AGREEMENT ENTERED INTO FOR ANY MISREPRESENTATION MADE ABOVE, NO MATTER WHEN THE MISREPRESENTATION IS DISCOVERED.

PRINTED NAME OF APPLICANT: _____

APPLICANT: _____ DATE: _____

SIGNATURE