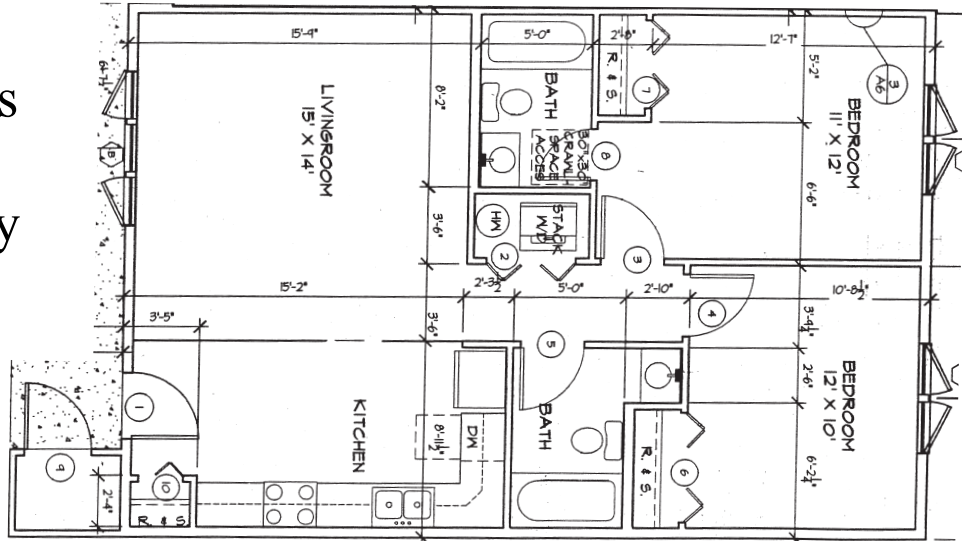


Cedar Villas

APARTMENTS

Chris Thomas
721-5188
by Appt. Only



For additional information & pictures visit
WWW.CEDARVILLAS.NET
2 Bedroom / 2 Bath Apartments

Rent:	\$720	Address:	1520 North Russell
Deposit:	\$700	Pets:	OA (additional fees apply)
Date Available:	Call for Availability	Heating:	Radiant Baseboard (Gas)
Approx Sq. Ft.:	850	Hot Water:	Electric
Schools:	Lowell Elementary School C.S. Porter Middle School Hellgate High School	Utilities Paid:	Heat, Water, Garbage <i>Average Electric Bill \$50-125/month</i>
		Website:	www.cedarvillas.net

Cedar Villas is a privately managed apartment complex. Each unit includes: washer/dryer, dishwasher, garbage disposal and approximately 850 square feet of living space. Rent includes efficient radiant baseboard heat, water, sewer, garbage, lawn care and snow removal. Tenant responsible for electricity, phone, and cable TV. Sorry no smoking. Mail Applications to: Cedar Villas, c/o Chris Thomas, P.O. Box 18205, Missoula, MT 59808 or write cthomas@cedarvillas.net.



Rental Application Checklist

(effective 01/01/2011)

- Read the entire applications.
- One applicant per application.
- Supply **ALL** phone numbers and addresses requested on the application
- Fill in each blank on the application (if not applicable, write N/A) Sign where noted.
- At least two years of rental history is required. If less than 2 years a third party guaranty may be required. (Third Party Guaranty fee is an additional \$15.00)
- Include a copy of your most recent bank statement, which should include names and balance.
- The entire current applicant sections must be completed to its entirety.
- Include verification of Income, letter of employment, Trust Fund, SSI, Financial Aid, etc.
- Include a copy of your Drivers license.
- Pay the \$15 Application fee. (\$15 per applicant, per application.)

***** Processing time is usually between 3-5 business days. *****

If your application is approved and your move-in date is not immediate, a security deposit will be collected in advance. **THE SECURITY DEPOSIT MUST BE PAID BY CASHIER'S CHECK, PERSONAL CHECK OR MONEY ORDER.** Subject to the terms and conditions of your Rental Agreement, the Security Deposit is fully refundable within 30-days of move-out, depending upon the condition of the unit (it terms of damage and cleaning), balance of unpaid rent due and/or any other unpaid financial obligations owing at the time of departure. All dwelling units that allow pets will require an additional \$200 security deposit and additional monthly rent as specified in the individual Rental Agreements. Please understand that an unauthorized pet in a dwelling unit is grounds for collection of additional fees and / or immediate termination of lease under our standard rental agreement.

Each person over the age of 18 years who intends to reside in the subject Dwelling Unit must submit a separate Rental Application Form, regardless of familial/marital status or relationship to any other applicant for tenancy. There is a **\$15.00 FEE PER APPLICATION** which covers the cost of processing your application and obtaining your credit report. If you are financially supported by someone other than yourself or if you have poor/no credit, you will also need a co-signer to complete a Third Party Guaranty Form. There is an additional \$10.00 handling fee if a third party guaranty form is required. Any fees must be paid via Money Order, Personal Check, or Certified Check.

CEDAR VILLAS APPLICATION, PAGE 1 OF 6

www.cedarvillas.net

cthomas@cedarvillas.net



Rental Application

PLEASE read the following carefully and sign below, this document will become part of the rental agreement if approved.

Policies and Procedures:

1. **View the interior of the apartment.** We do not permit most properties to be rented without first viewing the interior.
2. **Complete the ENTIRE rental application.** Your application could be denied if you fail to complete the entire application.
3. **All applications** / information become the property of Cedar Villas, LLP upon submission. A photo id may be requested at the time you submit this application. Date of Birth is being requested only for the purpose of identification in obtaining accurate retrieval of records.
4. **Application Fee is \$15.00.** The \$15 is non-refundable fee that covers the processing of your application and the time and effort it takes to verify the information provided is true.
5. **Applications are processed in the order that they are received.** The process generally takes 3-5 business days. We cannot guarantee the availability of any unit you may have seen prior to receiving your application. Failure to complete the entire application can delay processing.
6. **Qualifying** is based on the following requirements:
 - a. **Sufficient Income:** Income sources may be verified. It is to equal approx. 3 times the rent.
 - b. **Verifiable Good Credit / Criminal Background Check:** A credit check may be obtained for each applicant.
 - c. **Good Rental History:** We may verify rental history and/or mortgage payments. Please provide accurate names and phone numbers.

A larger security deposit or additional funds may be required if the applicant lacks any of the qualifying requirements.

Rental Procedure:

- a. Upon approval the applicant must sign the Rental Agreement and pay the deposit within 3 days to remove the property from the market.
- b. Security Funds must be paid by money order, cashier check, or personal check only.
- c. First months rent or prorated rent and security deposit must be paid in full prior to taking occupancy.
- d. All utilities paid by the tenant are to be transferred into the tenant's name and verified by the Landlord prior to taking occupancy.

Beginning at the time that I tender a deposit for a property which I intend to lease, and Cedar Villas, LLP accepts such deposit, I agree to lease the property according to the terms and conditions of the lease agreement for that property, although at the time a written lease may not be signed. The starting date for my occupancy of the property will be the first day the property is made available for lease or an agreed upon date if different from that date. I agree that the lease agreement shall be in full force and effect from the time that the deposit is accepted, even if the initial occupancy date is after the date that the deposit was accepted.

Smoking: We do not allow smoking in any of our rental apartments.

Registry of Sexual or Violent Offenders: A registry is available through City and County Law Enforcement Offices or at the state website at: www.mt.gov. Cedar Villas, LLP reserves the right not to rent to persons who have been convicted of a crime.

Submit Application: online by visiting www.cedarvillas.net or mail application including application fee, any documents that have been requested by the manager to: CEDAR VILLAS, C/O CHRIS THOMAS, P.O. BOX 18205, MISSOULA, MONTANA 59808

Applicants Signature: _____ **Date:** _____



Application

How did you hear about us? Missoulian Internet Craigslist Word of Mouth Other

Applicant Information

Full Name: _____ Social Security #: _____.

Drivers State & License #: _____ Birth Date: ___/___/___.

Present Address: _____ City: _____ St: _____ Zip: _____.

Phone #: _____ Cell Phone #: _____.

Email: _____.

How long have you lived at you present address: ____ years and ____ months.

Do you rent or own at your present address? ____ RENT ____ OWN

If rented; present Landlord: _____ Landlords Phone Number: _____.

How long have you been at your present address: From ____/____/____ to ____/____/____.

If less than 2 years; what was your previous address?

Address: _____ City: _____ St: _____ Zip: _____.

Previous Landlord: _____ Landlords Phone Number: _____.

Name of Nearest Living Relative: _____ Phone #: _____.

Emergency Contact Name: _____ Phone #: _____.

Relationship: _____ Full Address: _____.

Misc. Apartment Information and Preferences

Name off ALL individuals who will occupy the apartment: _____,
_____, _____.

What apartment # would be your first choice? _____. Second? _____.

Do any individuals who will be residing in this unit smoke: YES / NO

Do you own a vacuum? YES / NO

When would you prefer to move in? _____.

Have you given your 30 days at your current place? If so; when is your last day at your current place of residence? _____.

Do you have any special needs or requirements that we need to be aware about? YES / NO

If yes, please describe: _____

Criminal History

Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? YES / NO

Have you ever been convicted of or pleaded guilty or "no contest" to a felony whether or not resulting in a conviction? YES / NO If yes, date of crime: _____. What type of crime? _____.

Have you ever been convicted of or pleaded guilty to the illegal manufacturing or distribution of a controlled substance? YES / NO

Have you ever filed for bankruptcy? YES / NO If yes, date it was filed? _____

Are there any judgments against you? YES / NO If yes, list judgment(s) and collection(s): _____.

Automobile Information

Car Make: _____ Model: _____ Color: _____ License #: _____.

How many cars will be located on the premise for all individuals in your apartment? _____.

Employment Information

	Applicant
Employed by (name of business)	
Business Address	
Business Phone Number	
Name/ Title of Supervisor	
Position Held	
How Long held	_____ years _____ months
Monthly Gross Income	\$ _____
How often are you paid? (biweekly, twice a month, monthly, etc)	

*Please include a copy of verification of Income, letter of employment, Trust Fund, SSI, Financial Aid, etc.

Please list other income sources and amounts (i.e. Social Security / Disability, financial aid, parental support, grants, savings, trust accounts, investment portfolios.) Documentation may be required.

Source: _____ Amount per month \$ _____ or total account balance \$ _____.

Source: _____ Amount per month \$ _____ or total account balance \$ _____.

Banking & Credit Information

*Please include recent copy of statement for each bank account.

Please list all financial obligations: include student loans, credit cards, car payments, child support, etc)

- 1) _____ \$ _____ /Month
- 2) _____ \$ _____ /Month
- 3) _____ \$ _____ /Month
- 4) _____ \$ _____ /Month
- 5) _____ \$ _____ /Month
- 6) _____ \$ _____ /Month

Personal References

Full Name: _____ Phone #: _____ Relationship: _____.

Full Name: _____ Phone #: _____ Relationship: _____.

Full Name: _____ Phone #: _____ Relationship: _____.

Pets Additional security deposit required as well as monthly rent. Dogs must be licensed in the City of Missoula, and be current on all vaccinations. If your dog is not registered with the city, you will be given paperwork at the time of application approval. If it is not filled with-in 30 days, your security deposit will be increased and/or resulting in eviction. Applicant must be approved by management and tenant must sign Cedar Villas' Pet agreement.

Type of pet, breed: _____ Name: _____ Age: _____.

Color: _____ Gender : _____ License or Tag #: _____ Weight: _____.

Describe your pets behavior? _____.

Where will your pet be when you are not at home or at work? _____.

Name, Address & Phone # of Veterinarian: _____.

Authorization – I hereby declare that I am legally able to sign a contract in the State of Montana and to be fully responsible for the terms and conditions of a rental agreement. I declare that the information in this application is true and accurate under penalty of perjury, and understand that false statements may result in rejection of this application. The undersigned does further understand that all persons or firms can provide information freely concerning me and I hereby waive all rights to action for any consequences resulting from such information. By my signature below, I authorize the investigation and verification of the above information, including but not limited to obtaining a credit report and / or criminal background check to Cedar Villas.

Applicants Signature: _____ Date: _____

Mail application including application fee, any documents that have been requested by the manager (such as bank statements, financial aid statements, letters of reference, pay stubs, etc) to: CEDAR VILLAS, C/O CHRIS THOMAS, P.O. BOX 18205, MISSOULA, MONTANA 59808