



40 E Main St. Ste. 210  
Bozeman, MT 59715  
Phone: 406-582-7490  
Fax: 406.582.0709

Thank you for your interest in renting from Luna Properties. Please read the following policies and procedures.

Each adult planning to live in the household must complete an application.

Nonrefundable fee: \$35.00 per application. Payable in cash or check only.

(Payment of this fee does not imply guarantee of rental contract.)

Applications are valid for 6 months. Applications will not be processed until all adults planning to live in the unit have submitted their applications & paid the application fees. \*Incomplete applications will not be processed.\*

#### PROCESS TIME

Luna Properties makes every effort to process applications as quickly as possible. Our goal is to have applications completed within 48 hours of receipt. Incorrect contact information or no response from your references and contacts will create delays in the process. We will try each contact twice then it is up to the applicant to follow up with them.

**The first, best qualified applicants with a completed set of approved applications will be the first to be offered to take occupancy of the rental.**

#### MINIMUM REQUIREMENTS

1. Sufficient Income: Combined household monthly income must be at least 3x the monthly rental amount
2. Good Credit and Clear Background Check: A credit report, criminal history report, eviction and court records search will be obtained for each applicant
3. Good Verifiable Rental History and Payment History

Luna Properties reserves the right to deny applications for failure to meet the any of the minimum requirements.

#### COSIGNERS

If you are unable to meet the minimum requirements or if you are financially supported by a person who is not going to reside in the household you may be required to have a cosigner. Cosigners will need very good credit and ample, verifiable income to cover their own financial obligations and your costs associated with the rental. Cosigners must complete a 3<sup>rd</sup> party guarantee application and pay a \$35.00 nonrefundable application fee.

#### TENANT REQUIREMENTS

If your application is approved for occupancy, please be aware of a few of your requirements as a renter.

- Deposit (typically equal to one month's rent sum) & first month's rent must be paid in **cashier's checks**
- Renter's Insurance: Tenant(s) shall obtain and maintain a policy of renter's insurance with a liability amount of no less than \$300,000.00.
- Pets: Properties that allow pets will require a pet contract and an additional deposit and monthly fee. Most properties that allow pets will not allow more than (2) two spayed or neutered pets. Additional deposits for pets can vary depending on the property.

Luna Properties considers all applicants without regard to race, creed, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, handicap or medical condition.

INTERNAL USE ONLY

FEE PD.: \_\_\_\_\_ INC : \_\_\_\_\_

CREDIT: \_\_\_\_\_ B/G: \_\_\_\_\_

LLHX: \_\_\_\_\_ 3P: \_\_\_\_\_



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**PROPERTY YOU'RE APPLYING FOR:**

**RENT AMOUNT:**

**DESIRED MOVE IN DATE:**

**DESIRED LEASE LENGTH:**

**APPLICANT NAME:**

FIRST

MIDDLE INITIAL

LAST

**DATE OF BIRTH:**

mm / dd / yyyy

**SOCIAL SECURITY #:**

- -

**DRIVER'S LICENSE #:**

**CURRENT ADDRESS (No PO Boxes):**

STREET

CITY

STATE

ZIP CODE

**MAILING ADDRESS (If Different):**

STREET

CITY

STATE

ZIP CODE

**EMAIL ADDRESS:**

**CELL #:**

**WORK #:**

**HOME #:**

**PETS?**

**HOW MANY?**

**TYPE:**

**BREED:**

**WEIGHT:**

**SEX:**

**SPAYED OR NEUTERED:**

**AGE:**

**ALL OTHER INTENDED HOUSHOLD MEMBERS (AGE & RELATIONSHIP)**

**VEHICLE INFORMATION (one vehicle per licensed tenant)**

MAKE/MODEL

YEAR

STATE , LICENSE PLATE #

**PERSONAL REFERENCES**

NAME

PHONE #

RELATIONSHIP

NAME

PHONE #

RELATIONSHIP

**EMERGENCY CONTACT: (someone NOT living with you)**

Name

Address

Phone #

**INCOME INFORMATION** \*\*If you are self-employed, you must submit your most current tax return and Schedule C.\*\*

**CURRENT  
EMPLOYER:**

COMPANY &  
SUPERVISOR NAME

BUSINESS ADDRESS

PHONE #

Position Held: \_\_\_\_\_ For How Long: \_\_\_\_\_ Monthly  
Gross Income: \_\_\_\_\_

**CURRENT  
EMPLOYER (2):**

COMPANY &  
SUPERVISOR NAME

BUSINESS ADDRESS

PHONE #

Position Held: \_\_\_\_\_ For How Long: \_\_\_\_\_ Monthly  
Gross Income: \_\_\_\_\_

**OTHER VERIFIABLE SOURCES OF INCOME TO BE CONSIDERED:** (Social Security, Financial Aid, Parental Support etc. )

**RENTAL HISTORY**     check if you have not rented. Reason: \_\_\_\_\_

**CURRENT RENTAL ADDRESS:** \_\_\_\_\_

RENT AMOUNT: \_\_\_\_\_ HOW LONG HAVE  
YOU LIVED THERE? \_\_\_\_\_

**CURRENT LANDLORD  
NAME AND NUMBER:** \_\_\_\_\_

**REASON FOR MOVING:** \_\_\_\_\_

**PREVIOUS RENTAL ADDRESS:** \_\_\_\_\_

RENT AMOUNT: \_\_\_\_\_ HOW LONG DID  
YOU LIVE THERE? \_\_\_\_\_

**PREVIOUS LANDLORD  
NAME AND #:** \_\_\_\_\_

**REASON FOR MOVING:** \_\_\_\_\_

**CREDIT REFERENCES**

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BANK OR CREDIT CARD INSTITUTION	ACCOUNT NUMBER	NAME ON THE ACCOUNT
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BANK OR CREDIT CARD INSTITUTION	ACCOUNT NUMBER	NAME ON THE ACCOUNT
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BANK OR CREDIT CARD INSTITUTION	ACCOUNT NUMBER	NAME ON THE ACCOUNT
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**QUESTIONNAIRE:** (circle yes or no)

Do you smoke? Yes                  No

Have you ever been evicted? Yes                  No

Have you declared bankruptcy within the last 7 years? Yes                  No

Have you ever refused to pay rent? Yes                  No

Have you ever been sued for non-payment of rent? Yes                  No

Have you ever broken a lease agreement? Yes                  No

Have you ever been sued for damage to a rental property? Yes                  No

Have you ever been convicted of a crime? Yes                  No

If yes, what crime? \_\_\_\_\_ Felony or Misdemeanor (Circle one)

Date of conviction: \_\_\_\_\_

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISCLOSURE AND AUTHORIZATION**

I hereby declare that the statements provided in this Rental Application are true and correct. I understand if any information provided in this application is found to be false, purposefully misleading, or otherwise incorrect, my application will be immediately denied. I hereby declare that I am legally able to sign a contract in the State of Montana and to be fully sensible for the terms and conditions of a rental contract.

I authorize Luna Properties, LLC to obtain income information/verification, credit references, credit reports, wage data, previous landlord references, student status verifications, student financial aid information, professional references, and any court or legal documentation for persons listed as members of the household. This information will be held confidential and will be used for the sole purpose of determining rental eligibility.

Luna Properties, LLC supports the Fair Housing, ADA (American Disabilities Act). Luna Properties, LLC does not discriminate against any person on the basis of age, sex, race, religion, marital/familial status, physical or mental handicap, color, creed, ethnicity, national origin or sexual orientation.

**NOTICE OF THE CONTRACTUAL RELATIONSHIP BETWEEN THE PROPERTY OWNER AND LUNA PROPERTIES, LLC:**  
Luna Properties, LLC is the sole and exclusive Agent of the Owner of the properties listed and represents the property Owner's interest in any and all transactions related to the rent or lease of said property.

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SIGNATURE	PRINTED NAME	DATE
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