



**Application Fee:** A \$25 non-refundable application fee is required/per application.

Applications are good for 6 months. After 6 months, you must re-apply.

\*Each person over the age of 18 yrs who intends to reside in the subject dwelling unit must submit a separate rental application, regardless of familial/marital status or relationship to any other applicant for tenancy.

\***Criminal History:** We need to know about the criminal history of all intended occupants, including minors

\*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, sign and return a **Third Party Guarantee Form. The form must be notarized and a \$10 non-refundable app fee is required.**

\***Requirements for Approval:** In order for your application to be considered for tenancy, as the applicant you must meet the following minimum requirements. If any of the following requirements are not met, a **Third Party Guarantee** will be required.

1. **Sufficient Income**- All income sources must be verifiable.
2. **Good Credit**- A credit report will be obtained for each applicant.
3. **Good Previous Rental History**- Luna Properties reserves the right to decline tenancy on the basis of our inability to contact references provided.
4. **Complete Application-INCOMPLETE applications WILL NOT be processed until we have all information. Complete applications will be processed in the order in which they are received.**

\***Process Time:** Luna Properties makes every effort to process applications within 24 hours of submission; however, processing can take several days due to inability to contact previous landlords employers and other references.

\*Applicants are encouraged to check on the status of an application, particularly if you have not received a response from Luna within 48 (business day) hours of submission.

\*We cannot guarantee any unit you have seen to be available by the time your application is processed. Dwelling units are rented to the first approved applicant with the full security deposit paid. **A SECURITY DEPOSIT WILL NOT BE ACCEPTED UNTIL THE RENTAL APPLICATION IS**

**APPROVED!**

\*If your application is approved and your move-in date is not immediate, a security deposit and first month's rent will be collected in advance.

\***Security Deposit:** 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, (in terms of damage and cleaning), balance of unpaid rent due and/or other unpaid financial obligations owing at the time of departure.

\***PETS:** Those dwelling units that allow pets require payment of an additional SECURITY DEPOSIT.

At Luna Properties, we consider all applicants without regard to race, creed, color, religion, sex, national origin, age, marital or veteran status, or the presence of any medical condition or handicap.



40 East Main Street ~ Suite 210  
 Bozeman, MT 59715  
 406.582.7490 main  
 406.582.0709 fax

**WHAT PROPERTY ARE YOU APPLYING FOR?**

**ADDRESS:**

Desired Move In Date:

**PERSONAL INFORMATION:**

**Name:**

FIRST LAST INITIAL  
 Date of Birth: Driver's License #:

**Current**

STREET CITY, STATE ZIP

**Phone:**

HOME CELL

**NAMES OF ALL INTENDED ROOMMATES OR CHILDREN**

**Email Address:**

(please circle one)  
 Do you Smoke? YES NO Do you have pets? YES NO If so how many?

Breed: Age: Pet's Weight: MALE or FEMALE

**EMPLOYMENT/INCOME**

Please list income you wish to be considered and other sources such as Social Security, Financial Aid, Parental Support, etc.

	CURRENT JOB 1	CURRENT JOB 2	CURRENT JOB 3
Employed by or Self Employed			
Business Address			
Business Phone #			
Name of Supervisor			
Position Held			
How Long?	Years: Months:		
Monthly Gross Income:	\$		

Other Source of Income & Amount:

**AUTOMOBILE INFORMATION**

MAKE/MODEL YEAR STATE/LICENSE#

MAKE/MODEL YEAR STATE/LICENSE#

MAKE/MODEL YEAR STATE/LICENSE#

**CURRENT RENTAL HISTORY**

**Present Landlord:**

NAME

RENTAL ADDRESS/UNIT#

RENTAL AMOUNT

REASON FOR MOVING

**Previous Landlord:**

NAME

RENTAL ADDRESS/UNIT#

RENTAL AMOUNT

REASON FOR MOVING

Have you ever been evicted? YES or NO

Have you declared bankruptcy in the last seven (7) years? YES or NO

Have you ever been convicted of a felony? YES or NO If yes, explain on last page.

Have you ever been sued for non-payment of rent YES or NO

Have you ever broken a rental agreement or lease? YES or NO

Have you ever been sued for damage to a rental property? YES or NO

If you have ever been convicted of a crime, please provide the following information:

What Crime: Date of Conviction:

Are you on probation or parole? Y or N Terms:

Officer in Charge: Telephone:

Are there any judgements against you? Y or N, If yes, explain:

**CREDIT REFERENCES-please list 3 credit references**

Account Name (Bank, Credit Card) Account#

Account Name (Bank, Credit Card) Account#

Account Name (Bank, Credit Card) Account#

**PERSONAL REFERENCES**

NAME PHONE#

NAME PHONE#

**In case of an emergency, whom should we contact? (Name, Address & Phone)**

**SIGNATURE**

**Accurate Information:**

The statements above are true and correct to the best of my knowledge. Statements found to be false or misleading may result in rejection of application or termination of any future rental contract.

**Authorization:**

I hereby authorize Luna Properties, LLC & any staff of, agent or owner of said properties to contact any persons, corporations, employers, credit agencies, offices, groups or organizations to obtain any information & material which is deemed necessary to verify the information & statements of this application. In the event that anything contained herein is in conflict with any additional application document, this Declaration and Authorization will be controlling.

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.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name** \_\_\_\_\_

If convicted of a felony please explain why here:



**THIRD PARTY GUARANTY**

For Tenant(s): \_\_\_\_\_

FOR VALUE RECEIVED, the undersigned, \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Street Address, City, State & Zip Code) Phone#

as Guarantor, hereby covenants and guarantees to Luna Properties, LLC, as Landlord, as follows:

1. Guarantor guarantees the punctual payment of rent to Landlord by the above mentioned tenant at the following applied for property.

\_\_\_\_\_  
(Address)

Bozeman, Montana, in the amount of \_\_\_\_\_ dollars  
(\$ \_\_\_\_\_) per month.

- 2. Guarantor further guarantees to reimburse Landlord for any and all damages incurred by Landlord due to damage done to the subject premises by the tenant.
- 3. This Guaranty is conditioned upon the Guarantor's right to receive written notice from Landlord within 60 days of the occurrence of any rental deficiency or any costs incurred for damage to the subject premises, specifying the rental deficiency and/or damages incurred. Guarantor shall pay such sums within 30 days after receipt by Guarantor of said written notice.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Luna Properties – Property Manager Date

**PLEASE HAVE THIS DOCUMENT NOTARIZED:**

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year in this instrument first above written:

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Residing at \_\_\_\_\_

My Commission Expires \_\_\_\_\_