

Rental Application

Bozeman, Montana is an extremely competitive area for rental property. Most landlords and management companies utilize some form of application process before allowing a tenant to occupy a property. It may be as informal as a meeting over a cup of coffee or it may be much more rigorous, involving credit checks and rental references.

At Peak Property Management, we require that an application be completed for every person, over the age of 18, that will be potentially residing at a property. There is a $50 fee charged for the application and a $35 fee for a cosign application, if required. We run a credit check, verify rental references for the past two years, verify employment references for the past two years and do a criminal background check. Applicants that are lacking rental history or employment history will need a cosigner. While the impetus for the application may be for a specific property, the application will cover all the properties that Peak manages. An application to Peak is good for six months and is an application for any and all properties that Peak manages that will fit the financial qualifications of the applicant.

Applications are considered complete when everything has been signed and all references have been checked. Applications are placed into the queue as they are approved, not according to when they were submitted.

We will not rent any property “sight unseen”. This can create some hardships, but it is non-negotiable. The person that views the property does not necessarily need to be one of the tenants. The property must be seen by someone that can accurately relay the condition of the property to the potential tenants.

The competition for property is intense and many opportunities are lost during the application process. During the COVID-19 era, we require a pre-approved application, from at least one person, be on file before a property can be viewed. This policy was adopted in May of 2020 to ensure that we continue with our responsibilities to our owners to get properties re-rented in a timely manner and to reduce the exposure between tenants and applicants. To further reduce the impact on applicants, our initial application fee has been reduced to $25 during the COVID-19 era, with the remaining $25 due upon signing of a lease. If one applicant views the property and is interested, any remaining roommates that have not completed an application must do so, and be approved, before the property will be rented to them.

Pre-approval is an effective strategy that has become more popular as competition has increased. Having an approved application(s) on file provides the strategic advantage of only needing to view an available property before deciding on whether or not it satisfies the search criteria. The only hurdle will be someone who thought of getting pre-approved before you did.

Process

1. Complete application
   1. Sign application
   2. Pay fee
   3. If you have a felony…
      1. There will be additional forms to complete
      2. We will require all court documents associated with the case
   4. If you have a pet
      1. We will need all info regarding breed, age and vaccination records
2. Cosign application
   1. Get it completed if in doubt about qualifications
   2. Pay fee
3. Alert anyone that you list as a reference
   1. Make sure they know to expect a call from us
4. Watch [www.rentbozeman.com](http://www.rentbozeman.com) for any changes to our availability listings