



Missoula HOUSING AUTHORITY



Missoula Housing Authority/ Silvertip Apartments Application

1235 34th St., Missoula, MT 59801 / 1313 East Broadway Missoula, MT 59801

Phone: 406-549-4113 Fax: 406-549-6406 TTY: 800-253-4091

****These are NOT subsidized properties. Tenants must pay full rent. Rental rates are capped by the State of Montana.****

Resident Screening and Selection Process

Thank you for applying to live within our rental communities. Missoula Housing Authority (MHA) is an Equal Housing Opportunity provider and seeks to process all applicants in a fair and consistent manner. We comply with Fair Housing and offer Reasonable Accommodations to persons with disabilities.

Application Process:

- Head of Household: please read and complete this entire application packet. Additional adult household members must also complete an application. **Incomplete applications will be denied.**
- MHA requires a **non-refundable screening fee of \$40 per adult household member at the time of application submission.** Applications will not be processed until this fee has been received.
- It may take several weeks to process applications. Help speed the process along by providing all income, asset, and identifying information with the application.

Admission/Rejection Policy

- Units are rented to the first approved applicant with a full security deposit paid. A security deposit will not be accepted until the Rental Application is approved.
- All incoming applications will be reviewed and initially approved applicants will be contacted.
- The application process may take several weeks.
- All applicants will be notified in writing of any denial citing the reasons for denial
- **There is no appeal process for a denied application.**

General Requirements

- Applicants must be at least 18 years of age or an emancipated minor. A Social Security card plus one other form of ID is required at application. Examples of acceptable forms include: a valid, state-issued driver's license, passport, visa or legal alien documentation, birth certificate.

-NO PETS ARE ALLOWED AT SILVERTIP APARTMENTS. An assistive animal may be approved with a Reasonable Accommodation for Disability.

-There is only one parking spot per household. You will only be able to park one vehicle in the Parking lot at Silvertip.

-There will be no physical landline (home-phone) connections available in any apartments at the Silvertip.



Missoula
HOUSING AUTHORITY



Screening Criteria

All applicants and co-signers must agree to the following by executing a rental application form:

I hereby consent to allow MHA, through its designated agent and its employees, to obtain and verify my credit information and criminal background search for the purpose of determining whether or not to lease an apartment to me. I understand that should I lease an apartment, MHA and its agent shall have a continuing right to review my credit information, criminal background, payment history, and occupancy history for account review purposes and for improving application methods.

Criminal Background Search

We will conduct a criminal background search. It is our policy not to lease to applicants who have the following:

- A conviction of any felony in the last 5 years. Any applicant with a felony conviction older than 5 years will be assessed on a case by case basis.
- A background search that reveals a past history of violent, drug related, or criminal activity.
- We do not rent to any person registered as a violent or sex offender.

Income/Asset Verification

- MHA is required to verify all sources of income and assets. Failure to report or misrepresentation of application information will result in denial of the application.
- Income is required to be considered for tenancy. Applicants who may be declined due to credit or income, may be required to submit a budget or have a co-signer.

Evictions/Rental History

- An applicant will be declined if they have been evicted for cause within the past 4 years.
- Applicants with insufficient rental history may be denied.

Bankruptcy

- Any applicant who has declared bankruptcy in the past 5 years will be denied.

Acknowledgement

I have read and understand the Resident Screening & Selection Process. I understand the circumstances for which my application may be denied.

Applicant : _____

Date: _____

Applicant : _____

Date: _____

Applicant : _____

Date: _____

Applicant : _____

Date: _____



RENTAL APPLICATION

Please fill in every answer. Incomplete applications will be denied. Application Fee \$40.00

Applicant Information

Name (First, Middle, Last)	Phone	Email
Preferred Method of Contact (circle one): Phone Email Mail		
Current Address		City, State, Zip
Mailing Address (if different from above)		
Current landlord name		Current landlord phone
Dates of residence?	Current monthly rent	Reason for moving?
Do you currently (circle one): OWN RENT (if renting, are you in a lease now?)		

Previous Rental History

Address	City, State, Zip
Landlord name	Landlord phone
Dates of residence?	Monthly rent Reason for moving?
OWN RENT	

Previous Rental History

Address	City, State, Zip
Landlord name	Landlord phone
Dates of residence?	Monthly rent Reason for moving?
OWN RENT	

List All Persons Who Wish to Reside in Your Unit

Head of Household (First, Middle, Last)	Full time student? (Y/N)	Social Security Number	Birthdate	Gender
Name (First, Middle, Last)	Full time student? (Y/N)	Social Security Number	Birthdate	Gender
CONTINUE ON PAGE 2	-----	-----	-----	-----

Name (First, Middle, Last)	Full time student? (Y/N)	Social Security Number	Birthdate	Gender
Name (First, Middle, Last)	Full time Student? (Y/N)	Social Security Number	Birthdate	Gender
Name (First, Middle, Last)	Full time student? (Y/N)	Social Security Number	Birthdate	Gender

Silvertip/MHA (Missoula Housing Authority) complies with Fair Housing Act and offers reasonable accommodations and/or modifications to persons with disabilities.

Resident Accessibility: Do you or a household member require any modifications or accommodations? Yes No

If yes, please explain: _____

Sources of Income: Includes but not limited to: Employment (full or part time), self employment, welfare assistance, social security, pensions, SSI, SSDI, military pay/benefits, unemployment, child support, alimony, student grants/loans, lottery income, income from sale of property, income from trust, and any other income received from people not residing with you.

Family Member Name	Source of Income (wages, Social Security, etc)	Source contact info (name, address phone)	Annual Gross Income
Family Member Name	Source of Income (wages, Social Security, etc)	Source contact info (name, address phone)	Annual Gross Income
Family Member Name	Source of Income (wages, Social Security, etc)	Source contact info (name, address phone)	Annual Gross Income
Family Member Name	Source of Income (wages, Social Security, etc)	Source contact info (name, address phone)	Annual Gross Income

Assets: This includes, but is not limited to Checking/Savings accounts, 401K, Money Market accounts, IRA, Stocks/Bonds, Certificates of Deposit, Trusts, whole or universal life insurance policies, cash held in safety deposit boxes, items held as investments, etc. (Exclude vehicles unless being held for investment purposes)

Type of Asset	Current Balance/Value	Held Jointly? Y/N if yes, with whom?	Name of Financial Institution
Type of Asset	Current Balance/Value	Held Jointly? Y/N if yes, with whom?	Name of Financial Institution
Type of Asset	Current Balance/Value	Held Jointly? Y/N if yes, with whom?	Name of Financial Institution
Do you own any real property? Y/N	If yes, type of property?	Address:	

Personal References: List 3 persons *not related or living with you*, whom you have known at least one year.

Name	Address	Relationship	Phone
Name	Address	Relationship	Phone
Name	Address	Relationship	Phone

Who should be contacted in Case of an Emergency?

Name	Address	Phone
------	---------	-------

Additional Information:

Why are you leaving your current residence?	
How did you find out about our properties? Newspaper Drive By Online Family/Friends Other _____	
When do you desire to occupy the apartment?	Have you given notice to your current landlord? Y/N
Do you intend to have animals, caged or uncaged at this residence? Y/N	If Yes, what kind?

Have you ever filed for Bankruptcy? Y/N
If yes, please explain including dates.
Have you ever been the subject of an eviction proceeding or settlement whether or not a suit was actually filed? Y/N
If yes, please explain, including dates, rental premises address, and contact information for property owner/manager.

Have you or any person who will be occupying the unit including minors ever been convicted, pled guilty or no contest to any crime? Who? When? Felony?
Details:
Are you or any other intended occupant including minors, required to register as a violent or sexual offender in any jurisdiction? Y/N If yes, who?

Do you have a Section 8 Voucher Rental Assistance? Y/N	What is the dollar amount of the voucher?
--------------------------------------------------------	-------------------------------------------

I hereby certify that all of the information supplied on this application is true and correct to the best of my knowledge and that I understand that material falsification of any information may result in the rejection of this application. By signing this application I understand that I am authorizing Silvertip/MHA, its employees and agents to make such investigations, inquiries, and verification requests into my income and asset information, rental history, credit standing, criminal history, employment history, and any other information necessary to verify my eligibility to live in this apartment community. I agree to release all parties from any and all liability for any damage which may result from the furnishing or receiving the information necessary to process this application.

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date