

Thank you for completing our online rental application.

Rental applications must be received for all adults (over the age of 18) in the household. Each Applicant must have their own, unique email address. **One email address can NOT be used for 2 applicants; each applicant must have their own, unique email address.**

To complete the application process, please send the \$30- application fee via regular mail to: Box 251, Plains, Mt 59859 (checks can be made out to Ponderosa Prop Mgmt). OR the fee can be brought to our office, located at 306 W. Railroad Ave., Ste. 2, Plains. If paying in cash, please bring the correct amount, we do not make change.

A copy of current proof of income is needed- this can be a scan, or image (please be certain the image is large enough to be read) and can be sent to ponderosapm@gmail.com. Forms of income would be: current bank statement for a full month, clearly showing deposit and debits, a copy of payroll or other source of regular income. Proof also needs to be shown that income will be consistent for the lease term. Certain seasonal employment or temporary forms of income are acceptable for a short term rental, however they would not be for a long term lease period.

Additional requirements for Self Employment: 3 months of regular bank statements showing deposit/s, 3 business references (include name, phone, mail and email address), a letter of explanation of type of business, proof of ownership / company information, years in business, website link (if your website provides this explanation, it will suffice).

We also need a copy of a current ID, again this may be sent via email. The copy of your identification is necessary for verification reasons.

Both of these items may also be sent (copies) via regular mail with the application fee, or dropped off to our office.

Once your application fee has been received, you will be sent an email from our partner company, Buildium / TransUnion SmartMove. This email will have a link and instructions for completing the credit and background checks which are the second part of your application. We can offer NO help, or advice with this process. We can resend the email, but if you have ANY problems, you must call the 1-800 number associated with the service. Delays in this process are also delays in the rental application process and may result in loss of rental.

During the application process, please communicate via email with our office if you have any questions. Please do NOT call the office, voice messages will be replied to via email. This helps us keep track of all communication and prevents as much as possible any misunderstandings.

Rentals are never 'held' during the application process. Approved applicants will be sent a pre-rental agreement which will require a signature and return with a security deposit, in order to hold potential rentals for move in. We do not accept partial payments on move in monies. The security deposit is due upon approval of the application, the remainder monies are due at lease signing. Failure to return the pre-rental agreement with deposit will mean forfeiture of the rental.

Once a move in date has been agreed upon, Management in most instances is unable to alter the move in date for an early move in and NEVER allows access to the rental before the lease is signed and all monies paid. This includes storing furniture, vehicles, etc...

Final checklist:

- proof of income (paystubs, bank statements)
- copy of Identification
- \$30- application fee
- Completed application/s for all household members over the age of 18
- Digital photo of pet for pet friendly properties & Service animal verification for a service animal

Thank you