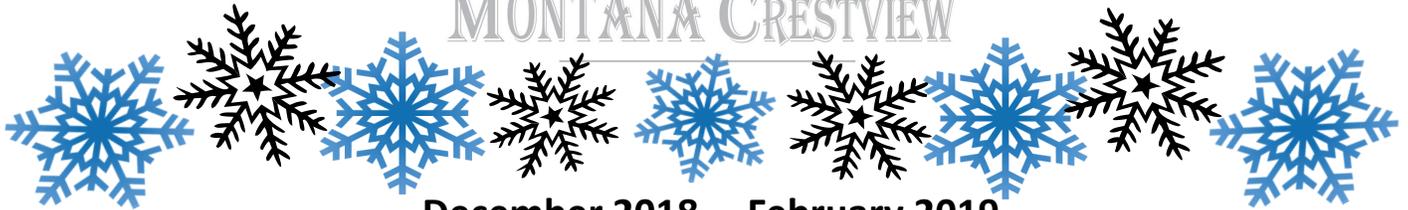




MONTANA CRESTVIEW



December 2018— February 2019

Important Dates

<u>December</u>		<u>January</u>		<u>February</u>	
1st	Rent Due	1st	Rent Due	1st	Rent Due
6th	Late Fees Accrue	1st	New Year's Day- Office Closed	6th	Late Fees Accrue
21st	First Day of Winter	6th	Late Fees Accrue	14th	Valentine's Day
24th	Christmas Eve- Office Closed	16th	Martin Luther King Day	19th	President's Day
25th	Christmas- Office Closed				
31st	New Year's Eve- Office Closed				

Important Notices

- Beginning January 1, 2019 we will no longer be accepting personal checks.** Unfortunately there have been too many improperly written checks, bounced checks and checks that are written in ink that is too light. We will still receive cashier's checks and money orders (as they are secured funds) which can be placed in the drop box. You may also pay online through your tenant portal with either a debit or credit card (convenience fee applies) or through an auto-withdrawal from your bank for free.

What's that you say? You don't have a tenant portal? You should have received an email from us with a link to set up your secure password. Your tenant portal allows you to view your ledger in real time, make payments (electronic payments are instantly posted!) sign documents electronically, request work orders and more! If you have deleted this link or maybe have a different email address than what we have on file please contact the office and we will be happy to send it to you again!
- Some winter reminders:** Please be courteous to our snow removal guys; make sure to not park over the sidewalks so they can properly remove snow. If you have a vehicle that is inoperable please remove it from the property as it takes up valuable parking space. If you have animals, even though there is snow, it is still your responsibility to clean up after them. If there is a particularly snowy/icy spot on the property that you notice please feel free to let us know so we can check it out. If you are leaving longer than 7 days please notify the office so we can tell you how to prepare your apartment for your absence. Thank you for your understanding and cooperation. Have a safe holiday season!
- Smoking:** This is a friendly reminder: Montana Crestview requires all smoking to be done 25 feet away from each building, including all balconies.

House Rules, #2 "No smoking in the units at any time."

Rules and Regulations "Tenants and all persons on the premises with Tenant's permission shall comply with all rules and regulations made by Landlord..."

Trash/Waste Disposal

It is pertinent that all trash (including cigarette butts and pet waste) is disposed of properly. This includes but is not limited to: placing trash on common walkways, on back balconies, in common areas and grounds, at garages and in the pet waste baskets (these are for pet waste only, not bags of trash).

Storage

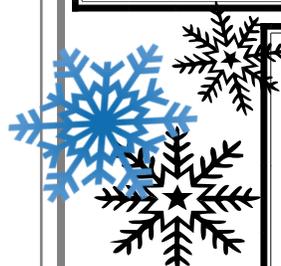
The only items that should be on your back balcony are outdoor furniture, outdoor decorations and potted plants. All other personal property may not be stored on balconies. Items are never permitted on the front, common walkways, or in front of storage units.

Office Hours

**Monday-Friday
8:00 AM-4:00 PM**

Contact Information:

PHONE: (406)327-1212
 FAX: (406)327-1203
mreceptionist@montanacrestview.com
www.missoulaapartments.biz
www.riverrockapts.com





Friendly Reminders

Animals

No animal sitting is allowed at any time. Cats and/or dogs are allowed in all buildings with the proper due-process. See Helpful Tips for more information. Please do not bring, keep, or maintain any animal(s) on the premises except animals listed on your animal addendum. For those who have an animal(s) **please do not tether your animal(s) outside on the premises** or leave leashes laying in yard area, as this is a rental agreement violation. If we see a leash or a tether, we will dispose of it. Animals must be under direct supervision at all times; this includes balconies.

Exercise Facility, Pool, & Hot Tub

Hot tub stays open.

Pool/Hot Tub hours 10am-10pm, Gym hours 5am-10pm

Access and use of the common area facilities is limited to tenants and guests accompanied by tenant. Please remember to observe and abide by the posted warnings and rules. No unsupervised children are permitted in the area. Please keep the cover on the hot tub when not in use.

Named Tenant/Occupant

The premises shall not be occupied by any persons other than those individuals named as Tenant(s) or additional occupant(s) on the rental agreement. No substitution of Tenants or occupants may occur without written notice and acceptance of landlord. Subletting is **NOT** permitted.

Absences

Going on vacation? Please be sure to notify the office of any anticipated absence of greater than seven (7) days. This is important to avoid frozen pipes, in which event you may be responsible for.

Reminder: The office will not accept tenant packages in the event of absence.

Recreational Vehicles

Boats, ATV's, off road vehicles etc. are not permitted to be parked or stored on site as parking is limited. Unauthorized vehicle(s) will be towed at owner's expense.

Window Films

Films are not permitted on windows. The films create moisture issues and damage the property. We will require them to be removed. Alternative options are blackout curtains or draperies with a thick weave to retain/block heat and light in a unit.

In case of after hours noise complaints

please contact the police :

Bozeman-(406) 582-2000

Missoula-(406) 552-6300

Helpful Tips

Adding Tenants

Want to have a friend move in? Come into the office and submit a request form, with their application, to add them to your rental agreement or as an additional occupant.

Referral credits

Do you know anyone looking to move? Refer them to Montana Crestview to receive a credit from referrals resulting in a new rental agreement. Simply ask anyone you refer to write on their application that he or she was referred by you to get the credit. Such credit is limited to one for each new rental agreement. Management will review any case in which a new tenant is being referred by multiple existing tenants.

Short Term Furnished Leasing

We have furnished units available at our Crestview location in Missoula for shorter rental agreement terms. Please contact us for rates.

Adopting an Animal

If you are interested in adopting a new animal, contact the office **first**. We are more than happy to assist you and answer any questions about our animal policy. *Please note all animals must have management approval prior to bringing them on the premises.

Inquires

For your convenience, you may now submit inquiries, questions, comments, and maintenance requests through your online tenant portal.

Online Portal Payments

Please remember, beginning January 1, 2019 we will no longer be accepting personal checks. Through your tenant online portal you will be able to pay the following ways;

- Debit or Credit Card (convenience fee applies)
- Auto-withdrawal from you bank for free



Application Policy and Non-Discrimination Policy

Once the applicant has submitted a complete application, the process will take anywhere from 24 to 72 hours depending on how quickly we can obtain third party information including but not limited to your Rental History.

Anyone over the age of 18 years is required to fill out their own application.

\$40.00 fee per application.

Copy of Photo Identification required.

Copy of ALL sources of Income required.

If you have animals, must provide vet records which state age, type, breed, weight, & up-to-date vaccination records of the animal.

Qualifying Factors:

- Income
- Credit Report
- Criminal/Violent/Sexual Offender
- Rental History References/Home ownership
- Personal References

Montana Crestview welcomes all applicants and supports Fair Housing. Montana Crestview does not discriminate against a person because of marital status, sex, sexual orientation, gender identity, race, creed, religion, age, familial status, color, national origin, physically or mentally challenged persons.