



EAGLE MANOR RESIDENCES  
715 N FEE STREET  
HELENA, MT 59601

PHONE: (406) 442-0610 TTY 711 FAX: (406) 442-1146 EMAIL: [cadair@rmdc.net](mailto:cadair@rmdc.net)

Eagle Manor Residences consists of three separate properties connected by common space. Henceforth, they will be referred to as PEM, EM2, and EM3.

In PEM (Penkay Eagles Manor), we have studio and one-bedroom apartments. The rent is a sliding scale with a minimum and maximum rent. The rent charged is calculated based on household gross income minus out of pocket medical expenses. Currently the rent ranges are:

Studio: \$405 - \$566

One-Bedroom: \$445 - \$677

These rents include utilities (excl. phone, internet, cable). We happily accept tenant based housing vouchers in these apartments.

EM2 has project based Section 8 rental assistance on all apartments. The property consists of studio and one-bedroom apartments. Because we have project based assistance, tenant based vouchers **are not** allowed. Rent is calculated as 30% of your Monthly Adjusted Gross Income.

***If your income is too high to qualify for our sliding scale apartments, we do have a limited number of "over-income" apartments available at both PEM and EM2.***

In addition to rent, there is a **MANDATORY** meals program for **both PEM and EM2**. We do **not** offer exemptions from this program. Our meals program features a daily mid-afternoon meal with a salad bar. We have experienced cooks and friendly servers who work hard to make meal time an enjoyable experience for our tenants!

Current Meal Charge: \$175 per person per month

*\*this equates to \$5.75/meal*

***If you do not want the meals program or are unable to participate due to food allergies/special diet, we encourage you to apply for EM3 as this property does not currently participate in the program.***

EM3 consists entirely of one-bedroom apartments. The meals program is optional, but we encourage participation by our EM3 residents! The apartments are equipped with full kitchens including a dishwasher. The current rent is \$645 which includes utilities (excl. phone, internet, cable). There are also washer/dryer hookups and sets can be leased for \$20/month. If you bring your own washer & dryer, they must be under five years old and energy star efficient. ***There is no project based subsidy available.*** Tenant based vouchers are welcome and encouraged.

Common household pets under 25lbs are allowed with a \$300 deposit for a dog or cat or a \$50 deposit for a bird. The pet deposit can be paid \$25/month until paid off. Deposits are refundable at move-out.

***PLEASE KEEP IN MIND WHEN APPLYING THAT IT USUALLY TAKES FROM ONE WEEK TO ONE MONTH TO PROCESS THE PAPERWORK NECESSARY FOR A MOVE-IN. WE MOVE AS QUICKLY AS POSSIBLE, BUT MUST VERIFY ALL INCOME AND ASSETS, COLLECT LANDLORD REFERENCES, AND RUN CREDIT/CRIMINAL BACKGROUND CHECKS BEFORE WE CAN APPROVE A MOVE IN.***



**EAGLE MANOR RESIDENCES  
RENTAL APPLICATION**

715 N. FEE STREET HELENA, MT 59601

(406) 442-0610

TTY 711

**NOT ALL APARTMENTS HAVE SUBSIDY AVAILABLE**  
**Non-subsidized rooms pay full price.**  
**Subsidized Rent Estimate – 30% of adjusted Annual Income**  
**One-year initial lease with all apartments**

Rents are maintained at moderate levels through the nonprofit operation of Rocky Mountain Development Council in partnership with the Montana Department of Commerce

*All utilities are paid except Telephone, Internet, & Cable.*

*PEM & EM2 include a Mandatory Meal Program. If you do not want to participate in this program, Eagle Manor III does not have this requirement. The current monthly rate per person is \$175.00 and includes 1 meal per day.*

**YOUR APPLICATION WILL NOT BE ACCEPTED UNLESS THE FOLLOWING ITEMS ARE ATTACHED TO YOUR APPLICATION.**

**WE CAN PHOTOCOPY ITEMS FOR YOU IF NEEDED:**

1. CURRENT SOCIAL SECURITY BENEFITS STATEMENT
2. DRIVER'S LICENSE OR PHOTO ID
3. SOCIAL SECURITY CARD
4. BIRTH CERTIFICATE
5. STATEMENTS FOR ALL ASSETS
  - a. CHECKING ACCOUNT: LAST 6 MONTHS OF STATEMENTS
  - b. SAVINGS ACCOUNT: MOST CURRENT STATEMENT
  - c. STATEMENTS OF ALL CD'S STOCKS, BONDS (ANY AND ALL ASSETS)

*EAGLE MANOR RESIDENCES IS PROUDLY MANAGED BY ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC. WE ARE MORE THAN A LANDLORD. PLEASE VISIT OUR WEBSITE [WWW.RMDC.NET](http://WWW.RMDC.NET) TO SEE ALL THAT ROCKY HAS TO OFFER!!*

## EAGLE MANOR RESIDENCES

### **RENTAL SCREENING CRITERIA**

***Incomplete applications or applications with incorrect information will be denied.***

- Applicant **must have** form of income to apply.
- Occupancy must be limited to no more than 2 persons per bedroom
- The prospective resident must initially provide unmistakable identification. A driver's license or other Picture ID is acceptable. Valid proof of a social security number is also required.
- Our apartment complex provides homes for senior citizens at least 62 years old and for persons with disabilities. You **must** meet one of these criteria to qualify for residency. Our Tenant Selection Plan allows us to give preference to the elderly.
- **No less than five (5) years** of current and previous verifiable landlord references are to be listed on the application provided with telephone numbers and addresses. If no rental history, then you must provide 3 professional references. ***If you own your own house or mobile home when you apply, landlord references are not necessary.***

***Inability to meet any of the above criteria for residency will result in the denial of the application for residency.***

***Rocky Mountain Development Council, Inc. does not discriminate on the basis of Race, Color, National Origin, Religion, Sex, Familial Status, Disability, Creed, Marital Status, Age, or Sexual Orientation***

***Revised: 9/10/18***

## EAGLE MANOR RESIDENCES: UNIT SPECIFICATION SUMMARY

**Applicant Name:** \_\_\_\_\_

In order for us to place you on the correct Waiting List(s) and thereby provide you with the type of unit and rent structure you require, please complete the following survey. Note: Check all answers that apply (you can select more than one answer to each question.)

At which property or properties are you interested in residing?

- Penkay Eagles Manor
- Eagle Manor II Residences
- Eagle Manor III Residences

What bedroom size are you willing to accept?

- Efficiency (Studio)
- One Bedroom

***Please note that current residents who requested a one-bedroom when they moved into an efficiency apartment are given preference for a one-bedroom apartment before it is offered to Waiting List Applicants. Therefore, if you would prefer a one-bedroom, we encourage you to accept an efficiency unit when available and asked to be placed on our one-bedroom transfer list.***

Do you require any special features in your apartment (other than a fully accessible unit)?

- Yes, please Specify: \_\_\_\_\_
- No

Do you currently have a Housing Choice, Section 8, or similar voucher for housing assistance?

- Yes
- No

If no, do you require Section 8 assistance (help with your rent payment) in order to move in:

- Yes
- No

***If you answered yes, please contact Helena Housing Authority at (406) 442-7970 to apply for a voucher. They are located at 812 Abbey Street, Helena, Mt 59601. You can also go to their website: [www.hhamt.org](http://www.hhamt.org) for more information. If you are a veteran, the VA has a VASH Voucher Program that we encourage you to look at.***

***\*\*PLEASE REMEMBER THAT WE HAVE LIMITED PROJECT BASED SECTION 8 ASSISTED APARTMENTS\*\****

If you change your mind about which Waiting List you wish to be on, we will add you to other lists as of the date you make the change known to us.

Thank you for your assistance in completing this form. If you have questions about this information, please contact us at (406) 442-0610 or TTY711.

X \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(FOR OFFICE USE ONLY)

APPLICATION # \_\_\_\_\_

DATE/TIME

RECEIVED \_\_\_\_\_ / \_\_\_\_\_

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APPLICANT NAME	SEX	SOCIAL SECURITY #	DATE OF BIRTH	CITIZEN	STUDENT
				Y/N	Y/N

**OTHER HOUSEHOLD MEMBERS**

				Y/N	Y/N
				Y/N	Y/N

**OPTIONAL (USED FOR REPORTING ONLY): RACE \_\_\_\_\_ ETHNICITY \_\_\_\_\_**

**NOTICE: You are required to notify the Property of ANY change of address and/or phone number. If we cannot contact you at the phone number you provide us, your name will be removed from the waiting list and you will need to re-apply.**

<b>APPLICANT PHONE NUMBER</b>			
<b>CURRENT ADDRESS</b>	<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
<b>HOW LONG AT CURRENT ADDRESS?</b>	FROM: _____ TO: _____		

CURRENT LANDLORD	CITY	STATE	ZIP	PHONE NUMBER

**\*\* FIVE YEARS' WORTH OF LANDLORD REFERENCES ARE REQUIRED UNLESS YOU OWN A HOME OR MOBILE HOME \*\***

**PREVIOUS ADDRESS: \_\_\_\_\_**

**FROM: \_\_\_\_\_ TO: \_\_\_\_\_ NAME/PHONE OF PRIOR LANDLORD \_\_\_\_\_**

**2<sup>ND</sup> PREVIOUS ADDRESS: \_\_\_\_\_**

**FROM: \_\_\_\_\_ TO: \_\_\_\_\_ NAME/PHONE OF PRIOR LANDLORD \_\_\_\_\_**

**\*\* PLEASE LIST ANY OTHER PREVIOUS ADDRESSES IN THE LAST 5 YEARS ON A SEPARATE PAGE AND ATTACH TO APPLICATION**



**REQUIRED INCOME AND ASSET INFORMATION**

<b>INCOME SOURCES (All Sources)</b>		
List <b>ALL</b> Sources of Income		
Examples: Wages, Social Security, Pension, Etc.	GROSS MONTHLY	NET MONTHLY
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

<b>ASSETS/BANK ACCOUNTS</b>		
List <b>ALL</b> Accounts	CHECKING, SAVINGS, CD'S, IRA, ANNUITIES, ETC.	
NAME OF BANK OF FINANCIAL INSTITUTION	ACCOUNT TYPE	APPROXIMATE BALANCE
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$

DO YOU OWN A HOUSE OR MOBILE HOME?  YES  NO

IF YES, APPROXIMATE VALUE: \$ \_\_\_\_\_

IS THERE A MORTGAGE ON THE HOME? (REVERSE MORTGAGE DOES NOT APPLY)  YES  NO

IF YES, APPROXIMATE AMOUNT OWED: \$ \_\_\_\_\_

➤ **YOU MUST ANSWER ALL OF THE QUESTIONS BELOW TRUTHFULLY WITH FULL DISCLOSURE. FAILURE TO DO SO WILL RESULT IN DENIAL OF YOUR APPLICATION. IF YOU ARE ACCEPTED AND WE FIND THERE HAS NOT BEEN FULL DISCLOSURE, IT COULD LEAD TO EVICTION.**

Have you/anyone who will be sharing the apartment here with you **ever** been charged with criminal offenses or DUIs?  
\_\_\_ YES \_\_\_ NO

If Yes, please explain: \_\_\_\_\_

Do you/anyone in your household who will be sharing the apartment here with you have **a felony** conviction:  
\_\_\_ YES \_\_\_ NO

**Are you required to register as a lifetime sex offender in this or any other state?** \_\_\_ YES \_\_\_ NO

**Is any member of your FAMILY subject to a lifetime sex offender registration requirement in any state?** \_\_\_ YES \_\_\_ NO

Please complete a list of ALL STATES in which you have resided: \_\_\_\_\_

Have you had credit under any other name? \_\_\_ YES \_\_\_ NO If yes, what name? \_\_\_\_\_

In the last two (2) years, have you/any household member who will be sharing the apartment here with you disposed of assets for less than fair market value? \_\_\_ YES \_\_\_ NO

Have you/anyone in your household who will be sharing the apartment here with you ever been convicted for the use, sale, manufacture, or distribution of controlled substances? \_\_\_ YES \_\_\_ NO

Do you/anyone in your household who will be sharing the apartment here with you currently use **illegal** drugs?  
\_\_\_ YES \_\_\_ NO

Have you/anyone in your household who will be sharing the apartment with you ever been evicted? \_\_\_ YES \_\_\_ NO

Have you/anyone in your household who will be sharing the apartment with you been evicted from federally assisted housing in the last five years? \_\_\_ YES \_\_\_ NO

Are you currently receiving tenant-based or project based assistance from HUD/USDA/or similar? \_\_\_ YES \_\_\_ NO

Will this apartment be your only residence? \_\_\_ YES \_\_\_ NO

Do you own any pets? \_\_\_ YES \_\_\_ NO If yes, what type? \_\_\_\_\_ approx. size \_\_\_\_\_

How did you hear about our housing program? \_\_\_\_\_



This property does not recognize any preferences except very low income requirements to house 40% at 30% median income or lower.

In compliance with the Fair Credit Reporting Act, we are informing you that information as to your character, general reputation, and mode of living will be verified. You have the right to dispute the information reported. The facts set forth in this application are true and complete. I/We understand that any misrepresentation of information or failure to disclose information requested on this application may disqualify me from consideration for admission or participation and may be grounds for eviction or termination of assistance. You agree to all the above and sign this of your own free will.

**I/We understand that I/we must contact the rental office within six (6) months in order to remain on the waiting list. Failure to update will result in removal of my/our name(s) from the waiting list.**

I/We further understand that, upon acceptance of this application for tenancy, **I/WE must provide verification of all income, all assets, and household composition, sign a Lease Agreement, sign an Owner’s Certification of Compliance with HUD’s Tenant Eligibility and Rent Procedures, HUD Form 50059 if pertinent to this particular property.**

**You, as the prospective tenant(s), agree that a complete investigation of all information on this application will not constitute invasion of privacy. I/We are aware of and extend the privilege to its representatives to obtain credit reports, current & previous landlord references, and/or character reports as necessary.**

**WARNING:** Title 18, Section 1001 of the U.S. Code, states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any Department or Agency of the U.S. or the Department of Housing and Urban Development.

X \_\_\_\_\_  
Applicant Signature

X \_\_\_\_\_  
Date

X \_\_\_\_\_  
2<sup>nd</sup> Applicant Signature

X \_\_\_\_\_  
Date

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**Eagle Manor Residences APPLICATION REVISION DATE: 7/17/19**

