



**ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.**  
**APPLICATION PACKET FOR PTARMIGAN, PHEASANT GLEN, & RIVER ROCK**  
**HELENA, MT**  
**PHONE: (406) 461-9849 TTY 711 FAX: (406) 443-0129 (PT/PG)**  
**(406) 422-1789 (RR)**

Rocky Mountain Development Council manages 3 properties on the north side of Helena. Ptarmigan, Pheasant Glen, and River Rock Residences are all managed by one on-site manager and will be referred to as PT, PG, and RRR respectively in this application. We are proud to provide safe, healthy homes that people in our community can afford.

**Conveniently located near grocery stores, retail shopping, medical clinics, pharmacies, restaurants, schools, and banks!!**

Both PTARMIGAN RESIDENCES (PT) and PHEASANT GLEN RESIDENCES (PG) consist garden-style one-bedroom homes for both seniors and families. These rentals feature a universal design and several fully accessible units are available. Amenities include a community room, off-street parking, and washer/dryer hookups in each apartment. Snow removal and lawn care services are provided. Pheasant Glen also has coin-op washer/dryers in the community room.

The rents range from \$619-\$734\* Income qualifications apply, but the rent is **NOT** calculated based on income. Tenant based Housing Choice Vouchers (or similar) are welcome and encouraged. Tenants are responsible for gas, electricity, phone, internet, and cable. A utility allowance is provided to help with the gas/electricity costs. This amount is subtracted from the gross rent. For Example:

\$734 Gross Rent - \$124 utility allowance = \$610 Net Rent

RIVER ROCK RESIDENCES (RR) consists of one and two-bedroom garden style homes for seniors ages 62 and over. Amenities include an on-site office, off street parking, solar panels, and a washer & dryer in each rental. Snow removal and lawn care services are provided.

The rents range from \$534-\$639\* for a one bedroom and \$676-\$801\* for a two-bedroom. Income qualifications apply, but the rent is **NOT** calculated on based on income. Tenants are responsible for electricity, phone, internet, and cable. A utility allowance is provided to help with the electricity costs. For Example:

\$639 Gross Rent - \$114 utility allowance = \$525 Net Rent (One-Bedroom)

\$801 Gross Rent - \$151 utility allowance = \$650 Net Rent (Two-Bedroom)

***There is no project based subsidy available at any of these locations.***

***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.***



**PTARMIGAN, PHEASANT GLEN, RIVER ROCK  
RENTAL APPLICATION**

PG/PT OFFICE: 3440 PTARMIGAN LANE HELENA, MT 59602

(406) 461-9849 TTY 711

RR OFFICE: 3225 BEDROCK DRIVE HELENA, MT 59602

**APARTMENTS DO NOT HAVE SUBSIDY AVAILABLE**

*If you need assistance with your rental payments, please contact Helena Housing Authority at (406) 442-7970 or visit their website: [www.hhamt.org](http://www.hhamt.org)*

**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 Gas, Electricity, Telephone, Internet, & Cable.*

*A utility allowance is provided to assist with payment of gas & electricity. We also recommend contacting Rocky's LIEAP Program at (406) 447-1625 if you need assistance paying your heating bill.*

**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!!*

**PTARMIGAN, PHEASANT GLEN, RIVER ROCK**

**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 3 persons per one- bedroom or 5 persons per two-bedroom apartment
- 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.
- River Rock Residences provides homes for senior citizens at least 62 years old. You **must** meet this criteria to qualify for residency.
- **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***

## PTARMIGAN, PHEASANT GLEN, RIVER ROCK: 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?

- ☐ Ptarmigan Residences
- ☐ Pheasant Glen Residences
- ☐ River Rock Residences

What bedroom size are you willing to accept?

- ☐ One Bedroom
- ☐ Two Bedroom (RR only)

***Please note that current residents who requested a two-bedroom when they moved into a one-bedroom apartment are given preference for a two-bedroom apartment before it is offered to Waiting List Applicants. Therefore, if you would prefer a two-bedroom, we encourage you to accept a one bedroom when available and asked to be placed on our two-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 required 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 DO NOT HAVE 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) 461-9849 or TTY711.

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

\_\_\_\_\_  
DATE

(FOR OFFICE USE ONLY)

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

DATE/TIME \_\_\_\_\_

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

**PTARMIGAN RESIDENCES**  
3400 PTARMIGAN LANE  
HELENA, MT, 59602  
PHONE: 406-461-9849  
FAX: 406-443-0129

**PHEASANT GLEN RESIDENCES**  
3440 PTARMIGAN LANE  
HELENA, MT 59602  
PHONE: 406-461-9849  
FAX: 406-443-0129

**RIVER ROCK RESIDENCES**  
3225 BEDROCK DRIVE  
HELENA, MT 59602  
PHONE: 406-461-9849  
FAX: 406-422-1789

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**

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

ASSETS/BANK ACCOUNTS		
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? \_\_\_\_\_



These properties do not recognize any preferences except applicable income requirements to house 40% at 60% 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, and sign at Tenant Income Certification Form.**

**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

***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***

**APPLICATION REVISION DATE: 7/17/19**

