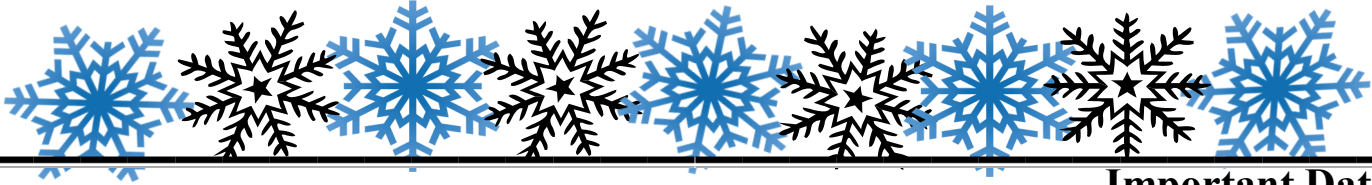




2021

Winter Newsletter

2022



**Important Dates**

| <u>October:</u>  | <u>November:</u>   | <u>December:</u>   | <u>January:</u>   | <u>February:</u>                          | <u>March:</u>                             |
|--|--|--|---|---|---|
| 1st: Rent Due<br>6th: Late Charges Posted<br>31st: Halloween | 1st: Rent Due<br>6th: Late Charges Posted<br>25th: Thanksgiving-Office Closed<br>26th: Office Closed | 1st: Rent Due<br>6th: Late Charges Posted<br>24th: Office Closed | 1st: Rent Due<br>1st: New Years Day-Office Closed<br>6th: Late Charges Posted | 1st: Rent Due<br>6th: Late Charges Posted | 1st: Rent Due<br>6th: Late Charges Posted |

*Heat must be kept at a minimum of 55 degrees F at all times and in all rooms throughout the winter months of October through May.*

**Important Notices**

**We require all communication to be in writing. Meaning, should you have any questions regarding your tenancy, ledger balance, etc. you must submit your questions/requests in writing. A response can take up to 3 business days.**

This is a friendly reminder we require all smoking be done at least 25 feet away from each building, including balconies. If smoking is witnessed or reported, **administrative time**, see Supplement G –Actual Costs Associated Summary, will be applied and **carpet cleaning** will be required.

**House Rules, #2:** *“No smoking in the units, inside any buildings, around pool/spa deck or within 25 feet of any entryways at any time.”*

**Tenant Obligations, #6:** *“Tenant shall conduct oneself and require other persons on the premises with the Tenant’s consent to conduct themselves in a manner that will not disturb neighbor’s peaceful enjoyment.”*

**As we begin to enter winter, we would like to remind you of the following:**

- Snow removal will be occurring throughout the day. Please ensure that all sidewalks are clear of personal items. In addition, please do not cover sidewalks with vehicle bumpers when parking or electrical cords when parking. Nothing can impede the walkways.
- All snow needs to be swept from balconies and patios to prevent water damage to the property.
- Please notify the office of any absence longer than 3 days for maintenance emergency purposes. Prior to leaving, please open all cabinets that contain plumbing to allow for heat circulation and prevent the pipes from freezing.

**Office Hours**

**Monday-Friday 8:00 AM-4:00 PM  
BY APPOINTMENT ONLY**

**Contact Information**

EMAIL: [kbridgeman@montanacrestview.com](mailto:kbridgeman@montanacrestview.com) or  
[TMLeasing@motnanacrestview.com](mailto:TMLeasing@motnanacrestview.com)  
WEBSITE: [missoulaaprtments.biz](http://missoulaaprtments.biz), [riverrockapts.com](http://riverrockapts.com) &  
[bozemanapartments.biz](http://bozemanapartments.biz)

**Keep in Mind:**

- ◆ All after office hours **emergency** work requests should be brought to the attention of the Resident Manager:  
**Montana Crestview PH: (406)214-2986**  
**Trout Meadows PH: (406)589-7836**
- ◆ Light bulb and smoke detector battery replacement is a tenant responsibility, please plan accordingly.
- ◆ Run exhaust fan in the bathroom during and after your shower, for as long as an hour in order to prevent condensation & moisture damage.
- ◆ Use the exhaust fan above your stove when cooking.
- ◆ Blinds must be raised at least 1” to allow air flow. NO reflective paper allowed on windows.



## Friendly Reminders

### Online Tenant Portals

have been implemented providing conveniences when **signing agreements, paying rent and submitting work orders!** If you do not have your account set up, make sure the office has a correct email address. **THERE IS NO NEED FOR IN OFFICE APPOINTMENTS** as all agreements can be signed by eSignature!

### Rent Payment

We do not accept any forms of physical payments. **You will pay rent through your online tenant portal by either credit or debit card (convenience fees apply) or by eCheck (free.)**

### Quiet Hours

are between 10:00p.m. and 7:00a.m.

### Parking

If there are any unauthorized vehicles on the property, they will be towed at the owner's expense and responsible for actual costs associated. In addition, inoperable vehicles will be towed which includes but is not limited to, flat tires, expired registration, or vehicles sitting in the same spot for more than 10 days. You must have a handicapped permit in order to utilize ANY of the designated handicapped parking spaces. Recreational vehicles and trailers are **NOT** permitted to be parked on site. Please utilize street parking for these vehicles.

### Animals

**No animal sitting is allowed at any time.** Animals are allowed in all buildings with references and management approval. Please do not bring, keep, or maintain any animal on the premises except animals listed on your animal addendum. For those who have an animal **do not tether your animal outside on the premises on patios** or leave leashes laying in yard area as this is a rental agreement infraction. If we see a leash or a tether, we will dispose of it. Animals must be under direct supervision at all times. **Leashes are required at all times.**

### Exercise Facility & Hot Tub

#### Pool/Spa Hours:

12PM-8PM maintenance & weather permitting

#### Gym Hours:

5AM-10PM maintenance permitting

Please observe the posted warnings and rules. No smoking, alcohol, food, or glass containers are allowed around pool and spa areas. No unsupervised children are permitted in the area. **Please cover the hot tub when you leave. If you are found to be in violation of the posted warnings or house rules your access card/credentials may be confiscated/revoked. All guests and additional occupants must be accompanied by a tenant at all times when utilizing these facilities.**

### Trash/Waste Disposal

It is pertinent that all trash (including cigarette butts and animal 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/in garages and in the animal waste baskets (these are for animal waste only, not bags of trash). The first offense will result in a warning letter, any additional offenses will result in a rental agreement infraction notice, billed for actual time associated.

## Helpful Tips

### • Adding Tenants

Visit our website and under 'Current Residents' you will find processes for all requests including how to request to add a tenant.

### • Adopting an Animal

If you are interested in adopting a new animal submit a request from with vet records and a photo. **Please note, all animals require management approval prior to bringing them on the premises.**

**In case of after hour noise complaint please contact the non-emergency police line.**

**Missoula non-emergency: (406)552-6300**

**Bozeman non-emergency: (406)582-2000**



### 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.

\$50.00 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.