

Instructions to view and/or apply for an available rental unit:

1. Check available units that you may like to view or rent.
2. You do NOT have to fill out an application to view any unit. If you would like to view units, you must call Preferred Management 307-638-7232 for an appointment to show the unit with one of our Agents.
3. At the time you decide to apply, each adult must sign and submit:
 - a. Lease Form A - Lease Qualifications
 - b. Lease Attachment - Authorization for Release of Information
 - c. Lease Form #1 - Real Estate Brokerage Disclosure
 - d. Lease Form #2 - Rental Application.
 - (1) The quickest and preferred method is to apply from the available listing site, click on the red button "Apply Now" to complete the Rental Application and pay the \$40 fee online.
 - (2) The slower alternative method is to click on the Application Form from the Forms pull down menu, fill out, and email or mail. The \$40 fee must be sent to our office.
4. Processing of applications usually are done in 24-48 hours, sometimes longer when waiting for background references.
5. No unit is held for any applicant until the security deposit is paid in full. Lease form - DEPOSIT must be signed when deposit is paid.
6. Upon approval of applicants to rent a unit, the security deposit must be paid in full and Lease signed to hold any unit. Sample Lease can be view from the Forms section on our website. The actual Lease needs to signed in our office or upon prior approval, can be sent to applicants to review, sign, and notarized if not signed in our office.
7. Tenants will be required to transfer utilities into their name and pay required rent prior to receiving keys to the unit.

Please contact our office if you have any questions. Thank you.