



PROPERTY MANAGEMENT

Credit Screening Policy

Property Address: _____.

TMC Property Management is an Equal Opportunity Housing provider. It is the policy of this company to screen all applicants on these premises according to the guidelines below:

- A. **Complete Rental Application:** Applicant must provide accurate and honest answers for all fields on the application. If a field is not applicable, applicant must write "NIA" in the field. Individual applications are required from each proposed occupant 18 years of age or older.
- B. **Identification:** Applicant must present two government forms of identification such as: driver's license, identification card, social security card, student visa, birth certificate, or passport.
- C. **Positive Rental History:** "We reserve the right to deny an application if we cannot verify rental history."
- D. **Income Requirements: Applicant(s) must earn verifiable monthly gross income equal to or greater than three times the monthly rent, or two times the rent amount if on a fixed income. Income from all adult applicants may be combined to meet this income requirement.**
 - a. Employed Applicants: must provide a copy of the three, most recent paycheck stubs for income verification.
 - b. Self-Employed Applicants: must provide a copy of their latest Federal tax return and business license, as applicable. In lieu of the tax return, applicant may provide a copy of the last three bank statements showing deposits greater than four times the monthly rent and copies of all J099's issued to the applicant.
 - c. Fixed Income: Applicant must submit one or more of the following: the current year SSI award letter, benefit letter, the last 3 months of payment statements for IRAs, 401(k)s, annuities, and/or pension.
 - d. Students must provide a copy of their student ID, their current class schedule and verifiable income. A Guarantor may be used if applicant does not qualify alone. In such case, the Guarantor must earn at least four times the monthly rent and be approved with good credit.

E. Fair to Good Credit Record:

- a. Applicant may not have any prior evictions.
- b. Applicant may not have any open bankruptcies.
- c. If applicant has prior bankruptcies, applicant must have good credit since the bankruptcy.
- d. Applicant may not have any outstanding collections with prior apartment communities or landlords.
- e. The majority of all trade accounts must be in good standing.

By signing below, I acknowledge that I have received a copy of TMC Property Management's Credit Screening Policy. I understand that the credit screening criteria has been communicated to me and my application fee is **non-refundable**.

Name

Date

Name

Date



PROPERTY MANAGEMENT

Application for Residency

Applicant Name: _____

Co-Applicant: _____

Date of Birth: _____

Date of Birth: _____

Social Security# _____

Social Security # _____

Driver's License# _____ State _____

Driver's License # _____

Telephone # _____

Telephone # _____

Email Address: _____

Email Address: _____

Other Occupants:

Name DOB Relationship

Name DOB Relationship

Name DOB Relationship

Name DOB Relationship

RESIDENT HISTORY

Present Address: _____

Present Address: _____

_____ Zip _____

_____ Zip _____

Dates From: _____ To : _____

Dates from: _____ To: _____

Name of Landlord: _____

Name of Landlord: _____

Landlord's Phone Number: _____

Landlord's Phone Number: _____

Monthly Payment: \$ _____

Monthly Payment: \$ _____

Reason for Moving: _____

Reason for Moving: _____

Have you ever been evicted from any leased premises? _____

How did you learn about our community? _____

Reason for leasing here: _____

EMPLOYMENT

Present Employer: _____

Present Employer: _____

Position: _____

Position: _____

Business Phone: _____

Business Phone: _____

Gross Monthly Salary \$ _____ Employed Since _____

Gross Monthly Salary \$ _____ Employed Since _____

VEHICLE INFORMATION

Year & Make: _____ Color: _____ License # & State: _____ Registered to:

Year & Make: _____ Color: _____ License # & State: _____ Registered to:

PETS

Will you have any pet(s)? _____ If yes, list kind, weight & breed: _____

Have you or any other residents or occupants ever been convicted of a felony? _____

PERSONS TO NOTIFY IN CASE OF AN EMERGENCY

Name: _____

Address: _____

Phone: _____

Relationship: _____

Name: _____

Address: _____

Phone: _____

Relationship: _____

Applicant has submitted the sum of \$50 per applicant which is NON-REFUNDABLE payment for credit check and processing charge of application.

The undersigned warrants and represents above statements are true and correct and hereby authorized verification of the above items including but not limited to the obtaining of a credit report and agrees to furnish additional credit references upon request.

Applicant Signature

Co-Applicant Signature

DEPOSITS ARE NON-REFUNDABLE AFTER 48 HOURS OF APPLICATION APPROVAL

THIS PORTION FOR OFFICE USE ONLY:

Leasing Agent: _____ Date: _____

Apt#: _____ Move in date: _____ Deposit paid: _____ Rent rate: _____ Cons: _____

Approved: ____ Approved with LMR: ____ Approved with co-signer: _____

Approved with additional deposit: ____ Denied: _____ Managers Initials: _____

Special comments: _____

Application notified of approval terms: Date: _____ Time: _____