



Qualifications for Approval

- Credit score of at least 500
- Income must be 3X the monthly rental amount (Each roommate should earn 1 ½ times the rent. If one of more roommate(s) do not, at least one roommate must meet the three (3) times requirement)
- Evictions and/or judgments for rent will not be accepted
- Cannot have any monies owed to current or previous landlord(s)
- Bankruptcies must be discharged - No Exceptions
- We do not rent to sex offenders
- Applicants cannot have any felony convictions less than 10 years old
- Criminal convictions may result in denial of your application

If your application is approved we require the security deposit and security fee in the form of certified funds or via Visa or MasterCard (with 3% charge) and a signed lease within 24 hours of your approval.

Other Applicable Charges:

\$75 Re-Key Fee

Security Deposit based on rent amount

Security Fee based on rent amount

\$250 pet deposit per pet, plus \$10 a month pet rent will apply per pet, if approved (some breed restrictions)

3.95% Monthly Municipal Tax/Admin

PETS: Pets are allowed when approved in writing by the property owner or agent. Pets may not be allowed at all at some properties. Additional deposit of \$250.00 per pet and an additional \$10 per pet a month will be required if pets are approved.

If your application is approved you are **required** to obtain renter's insurance and name TCT Property Management Services, LLC as additional insured on the policy.

You must turn on all required utility services, electric, water, trash, sewer, gas or others before you take occupancy of the property. You must immediately report any problems you might discover in the process. If you are renting a new house that has gas service you need to apply for service at least six days ahead of time to insure that it can be connected prior to your occupancy.

There are no verbal agreements. All changes to the property or agreement must be approved by the owner and signed by our company broker or the property manager. You will be given a move in inspection form and asked to fill it out and return to our office within 5 days.

Reasons for automatic denial: Judgments from previous landlords, felonies (less than 10 years old), open bankruptcies, evictions

Rental Application Policy

Thank you for considering one of our rental homes. We strive to offer the best possible rental homes and we look for great tenants that take pride in the place they live.

All applications will be considered on the completeness of application. Please note that we cannot approve any application without all of the following information.

- Application fee of **\$40.00** (per adult) - payable to TCT Property Management Services, LLC.
- Your **two most current employment paycheck stubs** as proof of income
- If you are **self employed** we will need **3 recent bank statements AND recent tax returns**
- **Copy of each applicant's driver's license**
- **Copy of Social Security Card**
- **Contact information for current and previous landlords including a phone number and email or fax**

The information listed above and any additional information requested to process your application must be provided within 24 hours of submitting your application. If the necessary documents/information are not provided in that time frame TCT will move on to the next application in line with your application moving to the back of the line. All applications are processed within 48-72 business hours.

During the application process we will obtain a copy of your credit report and background check in addition to verifying your rental history and employment.

Payment of an additional security deposit up to 1.5X the month rent may be required for high risk applications.

We have a high standard in the preparation of rental units. Any request to make changes in the current condition of the property or terms of the lease agreement must be in writing at the time of application. These requests will be considered at the same time your application is processed.

We welcome all applicants and we support equal housing opportunities. TCT Property Management Services, L.L.C. strives to provide the finest quality real estate service available.