

Rental Application Requirements and Criteria

A \$50.00 non-refundable fee is charged for processing each applicant. Picture ID and a Social Security Card must be provided upon request. Applications will not be processed if applicant cannot provide those items. TMG will not rent to persons existing here illegally. TMG uses a point system to qualify applications and uses the criteria listed below for calculations (*Apartments only-each person is scored individually unless married*).

Credit History:

- Satisfactory credit is required for approval. Since we qualify on a point system, the following will count as ½ (half) point each: Unpaid collections & credit accounts rated as 5 or above (5, 6, 7, 8 or 9 which is the highest) on the report. A discharged bankruptcy less than 24 months is 1 (one) point, any judgment or lien is 1 (one) point, a foreclosure, less than 24 months, is 1 (one) point.
- Credit items that do *not* score a point: paid collections, satisfied judgments & bankruptcies or foreclosures over 24 months.
- Credit items that would disqualify an application: Housing related record, paid or unpaid or an eviction not included in a bankruptcy (*Apartments only-paid collection will be allowed*).
- *For apartment communities only: If you (and roommate, if applicable) lack a credit history AND do not have rental history, a co-signer will be required.* TMG houses, condos and plexes do not accept co-signers.

Income Guidelines:

- All applicants can combine their income to meet the requirement of grossing 3 times the rent.
- *For apartment communities only: If an applicant does not meet 3 times the rent, a family member or guardian may be a co-signer, as long as they prove 5 times the rent. The co-signer must pass the complete background check (criminal, credit, rental, etc).*

Employment History & Income Verification:

- Please provide your two most recent paycheck stubs (one month's worth) as proof of employment and income verification.
- We will need to verify all income sources. Any other income listed that you are using to qualify will need copies of supporting paperwork. For example: Monthly statements or copies of canceled checks from retirement income, child or spousal support, disability or Social Security.
- For self-employed verification: we will accept 90 days bank statements or a letter of verification of monthly income from your accountant or tax advisor. We must be able to verify income in order to proceed with qualifying the application.

Rental History:

- We will check for rental or mortgage history of three years or two landlords (your name must have been on the lease or loan agreement from a non-relative. Any instance where history is less than 12 months or where a relative is their only reference - a point will be added to the applicant's score.
- Negative current or past references will incur 1 (one) point each. An eviction, not included in a bankruptcy, will disqualify an applicant.

Immediate Disqualifications:

Items that will cause immediate denial are:

- A current, non-discharged bankruptcy action.
- Falsified information, prior eviction, housing related debt or rental reference that would not re-rent for documented reasons.
- An applicant will be denied if they have been convicted, pled guilty or no contest to a felony crime, within the last ten years. If the felony is **over ten years** and was not related to murder, arson, drug manufacturing or sex crimes, it is not looked at and will not cause your application to be denied.
- Any misdemeanor in the last three years also counts as a disqualification. A misdemeanor **over three years** ago is not looked at and will not cause your application to be denied. [Exception: criminal driving records are not counted; i.e. driving while suspended, DUI, etc.]

While your score may be sufficient to be approved, you may also be required to pay additional security deposits, depending on your actual score. If your application exceeds the number of allowable points, we are sorry, but we will be unable to offer you residency at this time.

Roommates: If one roommate qualifies, and one does not (too many points), the primary roommate (who completely qualifies) may lease the property with the non-qualifying roommate listed as an additional occupant, and subject to a security deposit equal to one month's rent, in addition to normal security deposits, with the stipulation that if the qualified roommate moved, the secondary roommate would have to re-qualify on their own, find another qualified roommate, or vacate the property. This does not apply to a roommate that has any of the Immediate Disqualifications.

Pets: If a property or apartment community accepts pets, the following may apply: **** -A pet reference is required to have a pet on the property -**
 An additional pet security deposit and non-refundable pet fee – per pet - will be due.
 Houses, condos & plexes typically will allow two pets of up to 35 lbs, full grown.
 Apartment communities typically will allow two pets with varying weight criteria.
 No property will allow any dogs of a perceived vicious breed: Pit bull, Doberman, Rottweiler, German shepherd, etc. (or any mixed breed).

**Please remember, not all properties will allow a pet and you should look carefully before choosing your home if you have a pet.

Your application will be processed as quickly as possible. We expect it to take approximately 15 minutes to be Credit Approved*. (See next page).

Current TMG residents: If your account is in good standing and you are thinking of transferring to another TMG property – ask about the TMG Transfer Policy. If you have questions, please ask – we are here to help you qualify!

Rental Application Requirements and Criteria

Rental Application Process

\$50.00 per Adult Applicant. (Anyone 18 yrs or older must apply). *For Apartment Communities only-a married couple will be charged a \$50 total application fee.* All TMG transactions to be by personal check, money order or bank check (no cash please).

In order to qualify, you will need the following:

- **One Month's Most Recent Paycheck Stubs**
- **Verifiable Rental History that is Favorable**
- **A Satisfactory Credit Rating**

In order to qualify, you should not have:

- A Prior Eviction, not included in bankruptcy
- A Landlord that would not re-rent to you
- A Felony Record within the last 10 years or a Misdemeanor within the last 3 years.
- An active Bankruptcy (one that is not yet discharged)

If you have a pet, please make sure you have chosen a home or apartment that will allow a pet, and that your pet is of a qualified breed and size.

- Step 1:** Turn in Application, paycheck stubs & pay the application fee. It should take approximately **15 minutes to credit approve** your application. (Landlord, criminal & employment verification is required for full approval.)
- Step 2:** When your Application is credit approved, please pay the security deposit, non-refundable fee and any pet fees or deposits.
- Step 3:** If the home or apartment is "rent ready" – then the rent typically will need to start *no later* than about one week. If the home or apartment is still occupied or is not rent ready, the rent will need to start no later than one week *after* it becomes "rent ready". Of course you may move in as soon as the home and your lease paperwork are ready and rent will start immediately.
- Step 4:** Make an appointment to review and sign the lease paperwork, pay the first month's rent and other funds due, submit your utility account numbers and collect your keys. Happy Moving Day!

For a detailed description of the items needed to qualify your application, or for items that would disqualify your application, please see the back of this form.