



## Professional Property Management

*Dominique V. Higa, Broker*



Residential Properties

### RENTAL APPLICATION REQUIREMENTS

Thank you for considering TNT, Inc. as your housing provider. We are dedicated to serving our clients and our community, and feel an obligation to ensure that the properties we manage are rented and maintained in a careful, consistent and professional manner. Therefore, TNT, Inc. screens all applicants with the same, objective set of criteria listed below. We invite you to view any of the homes on our availability list in our office or on our website at no cost to you. If you find a home you would like to rent, you are invited to fill out our Rental Application. All adults 18 years of age and older are required to complete a Rental Application and provide the following documentation. There is a \$40.00 non-refundable application fee, per application, required for processing.

#### **Application Requirements: (Untrue/False statements will result in a declined Rental Application.)**

- 1. Identification Verification: Two (2) forms of identification are required** for each applicant for processing. One (1) Government/Photo ID **and** one (1) other ID such as a bank card, printed club membership card, work or student ID. **All applicants must provide a Social Security number.**
- 2. Income Verification:** A minimum of two and one half times the rent in verifiable, gross monthly income (plus monthly mortgage payments) is required. Income may be combined if each applicant is otherwise individually qualified.
- 3. Credit Check:** Includes payment history, Federal and State tax liens, and any legal judgments. We do not rent to anyone as a financially responsible Leaseholder with any outstanding liens, judgments and/or open bankruptcies.
- 4. Background Check:** We do not rent to anyone with felony or drug charges and/or convictions or any person who is required to register as a sexual offender. We also review past lawsuit and/or forcible detainer filings.
- 5. Residence History:** Two good rental histories from unbiased sources or a minimum of 4 years of home ownership with current mortgage payments are required. If a lease is unfulfilled or monies are owed, you will be required to satisfy your obligations prior to being approved by TNT, Inc. We do not rent to anyone with an unfavorable landlord reference.
- 6. Pet Documentation:** If you are applying for a pet approved property and have a pet, please read our Animal/Pet Policy and provide copies of current vaccination records, verification of age, spay/neuter, weight and picture of the pet(s) at time of application submittal.

If you do not meet the above criteria, you may choose to apply as an "Occupant only" and ask someone else to be the Leaseholder (financially responsible party). The approval requirements for an "Occupant only" are the same as items #1, 3 (legal judgments, lawsuit/forcible detainer filings, not actual credit), 4, 5 and 6 (if applying with a pet) above.

#### **Poor results from any of the above sources may result in TNT, Inc. declining the Rental Application.**

Placing a property on "HOLD" (requires 1/2 of the deposit and fully completed Rental Application) will guarantee the applicant that the property will not be rented to another applicant during the application process. Once the application process is complete and the Rental Application approved by TNT, Inc., the Leaseholder(s) are required to sign a Rental Contract within (48) hours of receipt, regardless of the lease start date. If a Rental Contract is not signed within the required time frame, the property will become available to other applicants and the "HOLD" removed. Additionally, if an applicant is not prepared to take occupancy within 7 days of the availability date and there is more than one application pending, the "HOLD" may be placed in a secondary position.

Upon approval, acceptance and instruction to procure a Rental Contract, the "HOLD" deposit shall be considered non-refundable, but will be applied to the balance due at move in (See Rental Application Disclosure Statements). A leasing fee in the amount of \$125.00 shall be deducted from the non-refundable "HOLD" deposit as a document preparation fee. These funds will be accounted for in the Move In Accounting, which will also be procured at the time of the Rental Contract. A Rental Contract will not be procured without a "HOLD" deposit. A sample contract may be reviewed at any time after approval.

TNT, Inc. follows HUD Housing Guidelines for occupancy, which allows 2 persons per bedroom. We also follow all Fair Housing Laws and will not discriminate against any applicant on the basis of sex, race, religion, familial status, color, national origin or disability.

TNT, Inc. makes every effort to process applications within 3-4 business days of submission; however, processing may take longer due to inability to contact previous landlords, employers and other references. It is in your best interest to provide this information with your application in order to expedite the processing of your application.

**\*\*TNT, INC. REQUIRES RENTER'S INSURANCE\*\***

**WE DO NOT SHOW PROPERTIES THAT ARE STILL OCCUPIED WHEN THE RESIDENTS ASK NOT TO BE DISTURBED.**

\*TNT\*, Inc.

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