

THE PROPERTY MANAGEMENT COMPANY (PMC)
APPROVAL POLICY FOR RESIDENCY

Application Fee and Deposit

Each applicant and lease guarantor must submit the appropriate application processing fee. All application fees and application deposits must accompany the completed TAA application form and be paid in full at our office before said application will be considered.

Employment and Income (Circle one of the following options)

Option A: I will provide PMC with written proof of employment that will verify my A) Job Title, B) Rate of Pay, and C) Length of Employment within Two (2) business days after application submittal. This verification will be signed by the person directly responsible for issuing said information within my company on company letterhead.

Option B: I am self-employed or retired. I will provide PMC with copies of my bank statements for the past six (6) months or copies of the first page of the last Two (2) years of my most current income tax returns. I agree to provide PMC with this information within Two (2) business days after application submittal.

NOTICE: *WHEN UTILIZING OPTIONS A OR B, YOUR GROSS MONTHLY INCOME MUST BE AT LEAST EQUAL TO THREE (3) TIMES THE AMOUNT OF THE MONTHLY RENT FOR THE PROPERTY YOU WISH TO LEASE. YOU MUST PROVIDE OUR FIRM WITH PROOF OF ANY ADDITIONAL INCOME SUCH AS CHILD SUPPORT, SOCIAL SECURITY, DISABILITY PAYMENTS, DIVIDENDS, ETC., WHICH YOU WISH TO BE CONSIDERED FOR QUALIFICATION PURPOSES.*

Option C: A TAA Lease Guarantor Agreement from a qualified guarantor may be acceptable if I am classified as a student or a first-time renter. A security deposit of Two (2) times the amount posted (excluding pet fees/deposits) will be required when using this agreement. I agree to provide PMC with this information within Two (2) business days after application submittal.

Rental History

You must provide our firm with the necessary information to verify (beginning with your most recent residence and in descending order of prior residences if needed), a minimum of One (1) concurrent year of favorable rental history. Favorable rental history shall mean that you fulfilled your prior lease agreement obligations during the last One (1) concurrent year and that each landlord representative contacted would re-lease to you without special restrictions.

NOTICE: The TAA Lease Guarantor Agreement from a qualified guarantor may be acceptable if I am classified as a student or have no immediate prior rental or home ownership history. A security deposit of Two (2) times the amount posted (excluding pet fees/deposits) will be required when using this agreement.

Credit History

Your most current credit report must reflect at least fifty percent (50%) of accounts shown, as favorable activity within the last Twelve (12) month period. Your application will not be accepted if your credit report reflects the amount owed to a property management company, apartment community, or individual rental property owner within the last Seven (7) years.

General Requirements

You must be a minimum of Eighteen (18) years of age to enter into a lease agreement.

No more than Two (2) occupants or Two (2) occupants and One (1) child under the age of Twelve (12) months per bedroom may reside at any residence.

Applicant

Date

Applicant