

## The Application Process

Application requirements: Below are requirements for the successful completion of an application.

Please note that a \$45 application fee per person is required. Payable prior to the beginning of the application process. Due to expenses involved in processing, **application fees are non-refundable.**

We require the following information:

1. Previous two years of employment references.
2. Previous two years of rental references (or home ownership).
3. Current credit report (run by TDCB Investments only, no other source).
4. Background screening. Applicants with felony records will not be approved: Applicants with misdemeanors involving aggressive behaviors towards others will not be approved (such as felonies that have been "pleaded down" to a misdemeanor, breaking and entering, drug dealing, assault, etc...).

**Verifiable Income:** Applicants must show proof of ability to pay; gross monthly income must be at least three times the monthly rent. There are several options to reach that end:

1. Currently employed applicants should provide pay-check stubs for the previous three months. This is the easiest option for providing verifiable information.
2. Self-employed applicants who are not able to show pay-checks must provide the past two years federal income tax returns. If you do not file taxes, we cannot verify your income.
3. Retirees or others who are not employed but have verifiable means to pay by a bank account, must provide copies of the past three months of bank statements in order for those funds to be considered as financial proof of ability to pay. The bank accounts must be held in the applicants name. The current balance as well as the ending balances for the past three months, must be at least three times the annual rent for the unit for which they are applying.

### **Additional Application Information**

All information that is collected in the application process is held in strictest confidence and is used solely for the purpose of identifying qualified tenants.

In the event of multiple applications on a single unit that are submitted at the same time, the best application is accepted. In the event of two or more application being equally good, the first application submitted is accepted. Whenever possible, we make our very best effort to provide an equally desirable unit to those whose applications are also valid, but are not accepted for the first unit.

A unit is not considered "rented" until the application(s) has been approved, a one year lease has been signed by all parties, and a full security deposit has been paid. We do not "hold" available units off the market; units are either available for rent or they are rented.

All rental units are smoke free; smoking is prohibited inside a 50 foot radius of all buildings on all rental properties.

We require photo ID for all lease holders and permitted occupants.

If your wish is to occupy a rental unit within one week of application, you must be prepared to pay all fees with guaranteed funds (money order or cashiers check).

Please note that applications are processed as quickly as possible; depending on how quickly your references respond to our inquires, the process can be relatively quick, but it may become protracted if they fail to respond. Most applications are processed in 24 to 48 hours. If we run into problems with verification, we will contact you for your assistance.