



Professional Property Management

Dominique V. Higa, Broker



Residential Properties

APPLICATION REQUIREMENTS

Thank you for considering TNT 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 by video 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 the attached application. All adults, 18 years of age and older are required to fill out an application. There is a \$30.00 non-refundable application fee, per application, required for processing.

Application approval requirements:

1. **Income Verification:** Minimum of two and one half times the rent in verifiable, gross monthly income (plus monthly mortgage payments). This income may be combined by multiple applicants who qualify.
2. **Credit Check:** Includes payment history, federal and state tax liens, & legal judgments. We do not rent to anyone as leaseholders with liens, judgments or open bankruptcies.
3. **Criminal Background Check:** We do not rent to anyone with a felony or drug charge conviction or any person who is required to register as a sexual offender.
4. **Residence History:** Two good rental histories from unbiased sources or a minimum of 4 years of home ownership with current mortgage payments are required. We do not rent to anyone with an unfavorable landlord reference.

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 item #'s 3 & 4 above.

Poor results from any of the above sources may result in TNT, Inc. declining the rental application.

Completed applications and two forms of identification for all parties, as well as one half of the advertised security deposit (refundable) are required in order to put the property on "HOLD". "HOLD" means that no other parties can rent the unit while your application is being processed. Once processed the leaseholder is required to sign a lease within 24 hours of being approved regardless of the move-in date. After 24 hours, if the lease is not signed, the property will be put back on the rental market. The "HOLD" deposit is held until the day you sign your lease, then, once the lease is signed, we will deposit your check. If you pay the "HOLD" deposit with a money order, please leave the payee blank, so the money order may be refunded to you if necessary.

There is a one-time, non-refundable \$100.00 leasing fee payable upon move-in. The purpose of the leasing fee is for documentation preparation and the actual leasing of the property. The balance of the deposit, pro-rated rent and any other applicable unpaid fees, the leasing fee, etc. is due on or before the day your lease begins and is payable in CERTIFIED FUNDS or credit card only.

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, handicap, color, or national origin.

TNT, Inc. makes every effort to process applications within 1 – 2 weekdays of submission; however, processing may take several days due to inability to contact previous landlords, employers and other references. It is in your best interest to provide this information at the onset in order to expedite the processing of your application.

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

TNT, Inc.

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