



APPLICATION QUALIFICATION GUIDELINES

Thank you for your interest in applying for one of our rental properties. Please take the time to review these guidelines prior to submitting your application for residency. Applicant's must be 18 years of age or older to qualify for residency.

EQUAL HOUSING: We are an Equal Housing Opportunity Provider. We do business in accordance with the Federal Fair Housing Act and do not discriminate against any person because of race, color, religion, sex, handicap, familial status or national origin.

EQUAL CREDIT OPPORTUNITY ACT: The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status.

FEES & DEPOSITS: Each applicant is required to pay a non-refundable application fee for verification of information and credit approval. Upon application approval, a deposit will be required to secure the property, upon which time a portion of the deposit will become non-refundable. If for any reason the applicant is denied approval for residency, T.R.E.C. will refund the deposit to the applicant in full. If the applicant is approved and fails to sign a lease or take occupancy of the premises on the agreed date, T.R.E.C. may retain the deposit as liquidated damages for the amount of rent lost and any expenses incurred due to cancellation.

INCOME VERIFICATION: The applicant's gross monthly income must equal three times the monthly rent per household. If a guarantor or co-signer is required or authorized, the guarantor or co-signer's monthly income must equal four times the monthly rent in order to qualify as a guarantor or co-signer. All monthly income will be verified. Income verification is required prior to final approval of the application. One or more of the following documents must be submitted by the applicant or guarantor within 48 hours of the date of application: Two most recent paycheck stubs, current bank statement(s) showing recurring payroll deposits, and/or last year's income tax return. *Other sources of income such as alimony, child support, retirement income, commissions or tips will require written verification.

EMPLOYMENT VERIFICATION: Present and previous employment history will be verified. In the event an applicant is self-employed, written verification of two year's income must be provided (i.e. tax returns).

RENTAL / RESIDENCY HISTORY: Present and previous residency will be verified. T.R.E.C. must obtain verification of satisfactory rental/ residency history for the past two years, including timely rent payments, proper notice of cancellation or non-renewal, no outstanding balances or history of lease violations prior to application approval.

CREDIT / CRIMINAL BACKGROUND CHECKS: A complete investigation of credit history of each applicant will be made. T.R.E.C. obtains a credit & criminal background check in accordance with federal and state laws. Your signature on the application & consent form authorizes T.R.E.C. to check your credit & criminal history. You will be required to answer questions on the application stating whether or not you have been convicted or arrested of a crime. If so, you will be asked to answer questions regarding the type of offense, date, time, location and the disposition of the charge. Not all crimes will result in rejection of your application. Your application for residency will be rejected if a criminal background check reveals a listing as a Sexual Predator or Offender, and some felony convictions within the last ten years.

PHOTO IDENTIFICATION: T.R.E.C. requires all applicants to provide a government issued photo identification upon applying for a rental property. An application will NOT be processed without a copy of one of the following: Driver's License, Military Identification, a Passport or other government issued identification.

I have read and understand the TREC Application Qualification Guidelines.

Applicant Name (Print)

Applicant Signature

Date