

Prospective Tenant Qualifications:

Thank you for your interest in TD&F Investment Homes. Our qualifying criteria are outlined here. Please read these requirements thoroughly prior to applying.

Application fee(s): \$75.00 non-refundable

We use Zillow Rental Management, and they charge a \$29 one-time screening service fee which includes credit screening and background check.

APPLICATION DOES NOT CREATE A LEASE. Application, even if accepted, shall under no circumstances be considered a lease agreement between Applicant and Landlord, or an offer to lease. No lease shall exist between Applicant and Landlord unless and until the parties enter into a formal Lease Agreement and Applicant pays all required fees, deposit's and required rent.

AUTHORIZATION. By applying, applicant authorizes TD&F Investment Group LLC to verify your background, credit, and rental history from all reporting agencies.

1. Applicant will submit 1 form of photo ID a. Acceptable forms of ID include

- -State issued DL or ID
- -US Passport

- -US Permanent Resident Card
- -US Military ID (front and back required)
- -Valid Foreign Passport + US issued work visa

2. Gross monthly income must equal or exceed 3x total rent for occupant guarantors and 3x total rent for non-resident guarantors.

a. Required income documentation:

Employed:

- 60 days most recent pay stubs
- 60 days most recent bank statements if paid by direct deposit
- 90 days most recent bank statements with no stubs or direct deposit

New Job:

- Offer letter on company letterhead including hourly rate or salary, start date + any stubs to date
- Employment must be verified

Self Employed:

- Business must be in operation for 90 days
- 90 days most recent bank statements from personal account
- Copy of business license

Retirement, Social Security, Disability, GI Benefits, Alimony, Child Support, and other forms of fixed income

- Active issuing agency documentation (award letter, statement)

- 90 days most recent bank statement

Financial Aid:

- Formal documentation showing room and board allowance
- Documentation must be active

3. FICO Score

- Resident guarantor minimum score = 620
- Non-resident guarantor minimum score = 650
- Security deposit determined by score
- 680+ approved with 1-month security deposit
- 620-679 approved with 1.5 months security deposit with the following:
 1. Must prove employment for 12 months or longer in same job @ 3x income
 2. Current Landlord needs to provide proof of timely payments for the last 8 months
 3. Complete approved credit counseling course and provide certificate (Clearpoint.org)
- A score less than <600 automatically denied
- Market applicants with no FICO or less than 620 but greater than 600 score may be considered with a gross monthly income of 5x total rent, a higher security deposit and a qualifying non-resident guarantor
- Non-resident guarantors incur a higher security deposit.

Criminal History

- All applicants with previous felony convictions of a violent or sexual nature as well as fraud related offenses are **denied**.

- Registered sex offenders are **denied**
- Any felony convictions within the last 10 years are **denied**
- Misdemeanor assault and/or sexual nature convictions will be **denied**
- Multiple misdemeanors in past 2 years **denied**.

Credit History

- No evictions within last 3 years; older cases require applicant to provide debt satisfaction letter or other proof of payment
 - No open bankruptcies
 - Any outstanding creditor debt or liens may be cause for denial without proof of satisfied judgement or payment plan in good standing

Pets

- Acceptable pets include cats, dogs, and small caged animals
- Pit bulls and Rottweilers prohibited
- Some dogs may require letter from licensed veterinarian verifying nonviolent behavior
 - Non-refundable pet fee – **\$500** per pet
 - Limit 2 pets per household
 - Non-domestic, exotic, and poisonous animals are prohibited

Holding Fee/Deposit

- The holding fee is determined by credit score upon approval.
- Credit score of 680+ = 1 mo. rent
- Credit score of 620-679 = 1.5 mos. rent

- Properties are leased on a first come – first-served basis. Holding fee must be paid online through one of these preferred methods:
- Resident prospect may pay online through the Zillow Property Management with credit or debit card or with a valid bank account. Instructions provided at approval.
- Approved applicant has a total of 14 days to start the lease period and pay remaining monies owed including 1st month rent and any prorated amount due as determined by lease start date. Holding fee is non-refundable.
- Holding Fee will become the Security Deposit upon lease start date.
- **PAYMENT MUST CLEAR PRIOR TO RECEIVING KEYS TO THE PROPERTY.** Therefore, payment-in-full must be made a minimum of 5 business days prior to your scheduled move-in date to avoid delays.

Other

- Desired move-in date must allow a minimum of 5 business days from notice of approval.
- Housing Vouchers are not accepted.
- Occupancy guidelines allow 2 people per bedroom + 1 or in accordance with local/state laws where applicable.

Corporate Leases

- Company must provide certificate of formation along with two (2) of the following as proof of sufficient income:
 - Previous year tax returns
 - Profit & Loss statement for past 6 months
 - 3 months of most recent bank statements
 - Security deposit = 2 months
 - Application fee: **\$250.00**
- Approved representative of company to sign lease as guarantor on behalf of the company

If you have any questions about the lease qualifications, please email leasing@tdfinvestmentgroup.com or call (682) 277-2053.

Current residents may email residentservices@tdfinvestmentgroup.com