

LEASE APPLICATION INSTRUCTIONS AND TENANT QUALIFICATIONS

Please submit all lease applications to t3nguyen2010@hotmail.com. All applications will be presented to our landlord(s) within 24 hours of receipt. To expedite your review and process, please make sure all documents below are included in submission:

1. Please provide a completed & signed TAR residential lease application for each occupant 18 or older. If your clients do not fill out the top portion of the application, please include the anticipated move-in date, monthly rent, and initial lease term requested in your email.
2. Please provide copies of ID's for each occupant 18 or older.
(Driver's license, passport, ID card, etc.)
3. Copy of Social Security card
 - o All Non-US citizen applicants must provide a U.S. Permanent Resident Visa valid through the term of the lease
4. A picture of any pets and a copy of current vet records
 - o The following dog breeds (and mixes thereof) are not accepted: Rottweilers, Doberman Pincers, Pit Bulls, Akitas, Chows, Perro de Presna Canarios, Wolfdog hybrids, Mastiffs or other breeds at the homeowner's discretion (please contact our office if unsure)
5. Please provide copies of paystubs from the last 3 months. If your client has a unique situation, we will accept alternate proof of income in the form of bank statements (*please mark out confidential information as necessary*) or a letter from their employer.
6. Please email all documentation in a PDF file format to t3nguyen2010@hotmail.com

All documentation will be provided to landlord(s) for review. If the landlord is interested in your applications, we will then send a **RentSpree** Link to their email(s) listed on their application(s) to complete a full Background Check. They will need to use the link emailed to them from **RentSpree** to create an account and pay the **RentSpree** fee. All reports will be sent to the landlord(s) to review to make a final decision.

Approval will be based on the following factors:

- Income - Combined, gross monthly income of 3.5x-4x the monthly rent
- Credit - Minimum 650 credit score (Experian) with no broken leases, rental collections, active bankruptcies, recent foreclosures or excessive collections (if any applicants fall below this minimum, please contact our office before applying)
- Rental history
- Criminal history

All applications are considered on a case-by-case basis. If you have any concerns regarding the above-mentioned criteria, please contact our office before applying. Landlords reserve the right to deny applications in accordance with the Federal Fair Housing Act (FFHA) and the Fair Credit Reporting Act (FCRA).

To expedite the application process, please follow these instructions closely. Should you have any questions regarding your application, please **TEXT** our office at [203-767-0917](tel:203-767-0917).

Thanks for your interest and we look forward to working with you.