



Tenant Selection Criteria

All applicants must meet the criteria for acceptance set forth in this Tenant Selection Criteria. All applicants are required to provide either a social security number or individual taxpayer identification number issued by the U.S. Internal Revenue Service in accordance with Section 55.1-1200 of the Virginia Residential Landlord and Tenant Act. In addition, all Applicants must sign the Agency Disclosure form as required by Virginia law. Supplying false, misleading, or inaccurate information, or omitting information may be grounds for disapproval.

Management complies with all federal, state and local laws including fair housing laws which prohibit discrimination based on any protected class under federal, state or local fair housing law or regulations, or the REALTOR® Code of Ethics.

Applications should be completed and submitted with the required documentation and fees. Application processing includes a screening of credit, public records, employment and rental verifications. Processing a rental application may take up to five business days depending on the property owner's location and the application requirement & information received for processing. All rental application information must be complete and verifiable. Sometimes approval of homeowners or condo associations, property owners, or unavoidable circumstances may cause processing to take longer. While TMTPM will make reasonable efforts to verify the information provided, and will attempt to contact the applicant if there is a delay in verification, incomplete or unverifiable information may result in declining a Rental Application. Upon completion of processing the applicant will be notified immediately if approved or declined.

Rental applications from other applicants are accepted until a rental application is approved. TMTPM cannot guarantee that any home viewed will still be available by the time the rental application is processed. Because of the fiduciary relationship TMTPM has with the property owners, if more than one rental application is submitted before approval can be achieved, then the first qualified applicant will be approved for placement. Remaining qualified applicants may consider other properties available from TMTPM's rental list without paying an additional application fee.

REQUIREMENTS NEEDED TO PROCESS YOUR APPLICATION

- A separate rental application is required for each adult, eighteen years of age or older, intending to occupy the Premises. A clear and readable unexpired photo identification issued by a State Department such as the Motor Vehicles must be presented with each rental



application. Each rental application must be filled out completely and signed by the applicant. If the applicant is applying to rent a home governed by a Condominium or Homeowner's Association, the applicant may be required to submit a separate rental application and/or fee to the association for processing and approval.

- Applicant must list each state in which residency has been established, including states where the applicant has attended school or received training, worked, or served in the armed forces for previous 24 month period.
- The full name of all intended occupants must be listed on the Rental Application. Applicant must list every other name or AKA (Also Known As) that has been used for obtaining or attempting to obtain housing, or credit, or for any other business purpose.
- Application Fee is NON-REFUNDABLE & per applicant. \$50 per adult application must be in certified funds; no checks or cash will be accepted. The application fee should be payable to TMTPM.
- The Income Requirement is based upon the individual applicant, with the exception of married couples, to earn three times the monthly rent amount. Reliable documentation and telephone numbers, including work fax numbers, for all income sources must be provided. Employment and income will be verified on all applicants. Self-employed applicants will be required to produce the previous year's Tax Return (1040). Non-employed applicants must provide proof of income and/or financial ability. Applicant must provide Military Orders & LES or payroll check stubs covering a minimum of the last three pay periods as additional documentation to assist in verifying current employment and income. All applicants must fill out the top portion of the Employment Verification Form and sign. Applicants, including all others who are applying to rent the Premises as one household unit, must have a combined and verifiable gross income of at least three times the monthly rent.
- Applicants must fill out the top portion of the Landlord Verification Form and sign. A letter from the Landlord verifying your rental history may also be provided. Residency must be verified for a minimum of the last twenty-four months with no interruptions. Rental history references must reflect timely payment, appropriate notice of intent to vacate, no complaints regarding disturbances or illegal activities, no history of violence or threats and/or intimidation of others, no NSF checks, no damage to previous rental units, and no failure to leave the premises clean and without damage at the time of lease termination.
- Favorable Credit History. A credit report from a national credit reporting agency will be obtained on all applicants. A history of bankruptcy is cause for rejection of a Rental



Application unless the bankruptcy has been fully discharged and the applicant has established satisfactory credit history for at least one full year after discharge. Also, additional security deposit and/or guarantor may be required. All Bankruptcies must be final and discharge paperwork must be provided. Re- establishment of good credit history must exist since the Bankruptcy.

- Co-Signers. The Martin Team Property Management does not permit co-signers.
- Favorable Criminal history. A criminal history report from a national background reporting agency will be obtained on all applicants. Any of the following by any person intending to occupy the premises is cause for rejection of a Rental Application.
 - Any conviction or adjudication other than acquittal of a sex offense.
 - Any conviction or adjudication other than acquittal of a felony of a violent nature.
 - Any conviction or adjudication other than acquittal of the illegal manufacture or distribution of a controlled substance.
 - A history of illegal gambling, engaging in prostitution, illegal drug use, abuse or illegal treatment of animals, or the manufacture and/or distribution of drugs, firearms, explosive devices, or pornography.
 - A history of violence or of threats made to a Landlord. Landlord's agent, neighbors or others.
 - A history of any eviction actions.
- Pets are permitted only on certain properties at the sole discretion and approval of the Property Owner. Only small to medium sized, non-violent, common domesticated animals will be allowed on any property that permits animals. Farm animals, snakes, other reptiles, exotic animals, and any large or aggressive animal will not be approved. Akita, Chow, Pit Bull a.k.a Staffordshire Terrier, Presa Canario, Rottweiler, Sharpei, Wolf Hybrids, and mixed breeds including any of the above mentioned will not be approved. If an animal is approved, an additional security deposit of a minimum of \$500.00 per animal is required. Also additional non-refundable animal fees or additional security deposits may be required at the sole discretion of the Property Owner. A clear and current color photo (print) of each animal expected to reside on the premises must be submitted with the Rental Application.
- All applicants must obtain and provide proof of Renters Insurance. All animals of any kind, vehicles of any kind, and water-filled furniture, including aquariums, must be disclosed on the Rental Application, and proof of insurance covering Property Owner's interest must be provided for any and all animals of any kind, vehicles of any kind, and water-filled furniture/ aquariums. TMTTPM must be listed as certificate holder and/or additionally insured on the insurance policy.



- Tenant must ensure all utilities are connected and effective on the date of lease commencement. Proof of connection is required by date of occupancy.
- If approved the applicant must sign a Lease Agreement within two business days, and all monies; due full month's rent, security deposit, animal fees, transaction fee, and any other sums due, if any, must be paid in full with certified funds (official bank cashier's check or money order) at the time of lease signing and prior to taking possession of Premises. In the event the applicant fails to sign a Lease Agreement within two business days after approval, it will be assumed that the applicant has withdrawn and the Premises will be offered to others.

