

Please Read Prior To Completing Application

\$20 Application Fee Per Adult

1. We need a copy of a valid driver's license or government issued photo ID.
2. We need a copy your social security card.
3. We need paycheck stubs or proof of employment for the last 30 days.
4. Please make sure all the information on the application is filled out correctly. Do not leave any blank spaces. Any missing information will place your application on hold.
5. Please wait about 2 business days before calling to check on your application.
6. If we ask you for additional information or you require a co-signer, please provide the documentation quickly as possible so we can complete your application.

All applicants are judged on the same standards on a first approved application basis.

False or incorrect information is cause for automatic denial.

A copy of TPM, Inc.'s *Rental Standards* is available in our office.



TPM, Inc.

2230 N University Parkway Suite 7A Provo UT 84604

“total property management” SINCE 1976

PHONE: (801) 375-6719 FAX: (801) 375-6732

WEB SITE ADDRESS: www.tpmrents.com

RENTAL STANDARDS

Read Carefully BEFORE Applying

The following standards will be used to judge your application for tenancy. You must meet these to qualify to sign a rental agreement with TPM, Inc. All applicants are judged on the same standards on a first approved application basis. Any intentionally or knowingly false information will be sufficient cause for rejection of your application or eviction after the fact. Missing information will put your application on hold until the information is received. If you do not meet the standards, don't waste the application fee.

- **\$20 NON-REFUNDABLE APPLICATION FEE:** Each applicant over the age of 18 must pay an application fee and consent to a background check. Co-signers, if needed, must also pay an application fee and give the same consent as other applicants. Average time to process an application is 24-48 hours.
- **PHOTO IDENTIFICATION:** All applicants over the age of 18 must provide current government issued driver's license or photo identification at the time of application.
- **REFERENCES:** You will be asked to provide two personal references that can vouch for your character.
- **CREDIT HISTORY:** We will run a credit report for each applicant. Credit scores are not the criteria; we consider all activity on your credit report. All credit and collection accounts must be current or paid in full.
- **EMPLOYMENT REQUIREMENTS:** Ideally, employment history should show that the applicant has been employed with their current employer for at least 6 months. Applicants who are new in the area, newly hired, recently graduated, retired, etc... may need a larger deposit, last month's rent, a cosigner, or information from the previous employer, depending on the individual situation. Employment information for the current year will be verified, self-employed applicants will need last year's tax return.
- **INCOME REQUIREMENTS:** Rent amount must be no more than 40% of the total combined net monthly income of all adults living in the rental. If the property owner agrees, applicants who do not have the requisite income may be considered if they provide a co-signer.
- **RENTAL HISTORY:** Applicant must provide the name and contact information for their previous two landlords. If the applicant was a homeowner, they must provide proof of mortgage or ownership. Applicants will not be approved if they have recently been evicted with cause, had serious defaults in recent lease agreements, or if they owe any money to a prior landlord.
- **CRIMINAL HISTORY:** Your application will be rejected if you have been convicted in the last 5 years of any crime against person or property that would present a threat to the owners, neighbors, or the rental property. Applicants on probation or parole must provide contact information for their probation/parole officer. Applicants on a publicly available list of offenders who are required to publish their address will be denied.
- **MAXIMUM OCCUPANCY:** The rule is 2 people per bedroom, plus one. Most cities allow 3 singles in a unit, more, only if it's allowed by the applicable local zoning laws.
- **PETS:** All units are considered “no pets” unless the unit is specifically advertised as pet friendly. Pet friendly units have their own set of requirements.
- **SMOKING:** No smoking in or on the property.
- **SECURITY DEPOSIT:** If your application is approved you will be notified. You will then have 24 hours from the notification of your approval to sign the lease agreement. If you do not, then other applicants may be considered and given the opportunity to sign the lease. The SECURITY DEPOSIT is due upon signing, in the form of a check or money order. We do not accept cash. Credit/debit cards may also be used.

We are committed to offering equal housing opportunities. We do not discriminate against anyone on the basis of race, color, religion, sex, handicap, family status, source of income, or national origin.





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RENTAL APPLICATION

Unless advertised differently the property owners have set strict NO SMOKING and NO PETS standards. Information on special accommodations available upon request.

INCOMPLETE FORMS WILL NOT BE CONSIDERED

****APLICACIONES INCOMPLETAS NO SERAN ACEPTADAS****

Nosotros no hablamos español. Necesitamos la comunicacion con todas las personas en la aplicacion. TPM Inc. no sera responsable si no entiende los detalles de su contrato, por favor, haga que alguien se lo traduzca.

Date _____ Property Applied For _____ Been Inside? _____ Date Needed? _____

****a separate application is necessary for each person over 18 years old****

HOW DID YOU FIND THIS PROPERTY? _tpmrents.com _craigslist _KSL _Zillow _yard sign _friend _other _____

How many adults and children will occupy the home? Adults _____ Children _____

Will you be receiving Utah County Housing? Yes _____ No _____ Provo City Housing? Yes _____ No _____

Does anyone smoke? _____ If yes how many? _____ Inside or outside? (Circle one)

Will there be a pet or service animal? _____ If Yes, Weight _____ Breed _____ Age _____

***NOTE: A service animal request not disclosed here will only be considered after 4 months of tenancy**

Applicant Name _____ **Phone** _____ **Cell** _____

Social Security # _____ **E-mail Address** _____

Driver's License # _____ **State** _____ **Birth Date** _____

Present Address _____ **City** _____ **State** _____ **Zip** _____

Landlord's Name _____ **Phone** _____

How long at present address? Year's _____ Months _____ Do you have a contract? YES/ NO

Reason for Moving _____

Previous Address _____ **City** _____ **State** _____ **Zip** _____

Landlord's name _____ **Phone** _____

How long at previous address? Year's _____ Months _____ Reason for moving _____

Current Employer _____ **Position** _____ **Salary** _____

How long employed there? _____ **Employer's phone** _____ **Contact Person** _____

Previous employer _____ **Position** _____ **Salary** _____

How long employed there? _____ **Employer's phone** _____ **Contact Person** _____

Other monthly income _____, **Specify:** Unemployment _____ Child Support _____ Alimony _____ Other _____

Explain _____

Spouse Information ONLY—Fiancé or single roommates must submit a separate application

Legal Name _____ **Phone** _____ **Cell** _____

Social Security # _____ **E-mail Address** _____

Driver's License # _____ **State** _____ **Birth Date** _____

Spouse employer _____ **Position** _____ **Salary** _____

How long employed there? _____ **Employer's phone** _____ **Contact Name** _____

Spouse previous employer _____ **Position** _____ **Salary** _____

How long employed there? _____ **Employer's phone** _____ **Contact Name** _____

Other monthly income _____, **Specify:** Unemployment _____ Child Support _____ Alimony _____ Other _____

Explain _____

Have you OR your spouse ever:

Filed for bankruptcy? No _____ Yes _____ If so, what year? _____ **If so, you will need a qualified Co-signer**
Been sued for non-payment of rent? No _____ If yes, explain _____
Been served an eviction notice? No _____ Yes _____ If so, for what reason _____
Been asked to leave a property? No _____ Yes _____ If so, for what reason _____
Been convicted of a felony? No _____ Yes _____ If yes, explain _____

LIST EACH PERSON WHO WILL OCCUPY THE PROPERTY

Name _____ Age _____ Sex _____ Relationship _____
Name _____ Age _____ Sex _____ Relationship _____
Name _____ Age _____ Sex _____ Relationship _____
Name _____ Age _____ Sex _____ Relationship _____
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Name _____ Age _____ Sex _____ Relationship _____

Two Personal References: (MUST be relatives or friends NOT living with you)

	NAME	RELATIONSHIP	PHONE # OR E-MAIL
1)	_____	_____	_____
2)	_____	_____	_____

Number of vehicles (including company cars, recreational vehicles, etc., that will be parked on the property)

Make/Model _____ Year _____ Color _____ State registered _____ License# _____
Make/Model _____ Year _____ Color _____ State registered _____ License# _____
Make/Model _____ Year _____ Color _____ State registered _____ License# _____

Bank Information

Name _____ City _____ Phone _____
Checking or Savings Account? (Circle one)

Emergency Contacts: (cannot be someone living with you)

Name _____ Phone _____ Relationship _____
Address _____ City _____ State _____ Zip _____
Name _____ Phone _____ Relationship _____
Address _____ City _____ State _____ Zip _____

DISCLOSURE: **ANY intentionally or knowingly false information will be sufficient cause for rejection of application**

I/We declare the foregoing information to be true and correct, and I/we hereby authorize TPM Inc. to check employment, credit, verify our references, rental history, landlords, and any other pertinent information, including a criminal background check. False information provided in this document will result in rejection of your application and may also constitute a criminal offense under the laws of the state of Utah . The applicant acknowledges that false information given herein constitutes a material breach of any rental agreement entered into based on this application and may be cause for eviction. All Persons will be treated fairly and equally without regard to race, color, religion, sex, familial status, disability, or national origin.

Applicant's Signature _____ Date _____ Spouse's Signature (If applicable) _____ Date _____

FOR OFFICE USE ONLY
Present Landlord
Previous Landlord
Applicant's Employment
Co-Applicant's Employment
1st Reference
2nd Reference
Other