



Apartments and Condos Application Policies and Procedures

Fees:

- \$50.00 non-refundable application fee (due with application).
- \$149.00 administration fee (due with application, refundable only if an applicant is declined).
- \$199.00 re-decorating fee (due at lease signing, the re-decorating fee is non-refundable).

Application Requirements:

1. All applicants 18 years of age and older that will be living in the property are required to complete the application process
2. Each applicant must complete and sign a TAA lease application and pay an application and administration fee.
3. The application must be completed online at PrimePmc.com. We will not accept paper applications.
4. A non-refundable, \$50 application fee and \$149 administration fee per applicant is required with a submitted application. If you are married, each individual is required to complete an application and pay application fees.
 - If you pay with a credit card a processing fee will be added. You may pay with a money order or cashier's check at our office. (NO CASH OR PERSONAL CHECK)
5. One form of ID is required
6. Some of our properties are pet friendly. Please ask a leasing consultant if the property you are applying for is pet friendly. Pets must be approved and listed on your application. Breed restrictions are in place (NO Pit Bulls, Rottweiler's, Doberman, Chows, German Sheppard's, or any mix of these breeds). If a pet is approved, the following items are required:
 - \$300 non-refundable pet fee, Additional pet - \$150 (3rd pet must get approval)
 - \$10 pet rent/month/per pet
 - Signed Pet Addendum
7. Once all applicants are approved, the re-decorating fee will be due at lease signing. Leases will need to be signed within 3 business days after approval.

Applicant Screening Process

1. Qualifying is based on income, credit history, rental history and/or previous home ownership, and a criminal background check.
2. Applicant must earn a minimum of three times the stated monthly portion of their rent. (Proof must be in a form of paycheck stub or W-2 form for a minimum of 3 months).
 - A letter from an employer will not suffice.
 - If your main source of income comes from tips, in order to be approved, we must have a copy of pay check stubs as well as a copy of bank statement that shows deposits totaling in a minimum of three times the stated monthly rent
 - Money from any other source besides a job such as but not limited to: Parent allowance, financial aid, etc. will not be accepted.
 - Any government issued money must provide a written letter with the letterhead and signed by a representative.
3. Applicant must have at least one year of rental history
4. Any applicant who does not have at least one year of rental history or earn a minimum of three times the stated monthly portion of their rent will require a guarantor. This guarantor will be screened just as an applicant would and must follow the same guidelines as the applicant.
5. If an applicant has an eviction or foreclosure history in the past five years, he/she will automatically be declined.
6. Rental history reflecting past due and unpaid charges will be declined.
7. A conviction, guilty plea or no-contest pleas for any felony or gross misdemeanor involving serious injury, damage or drug related offenses (sale, manufacture, delivery, or possession with intent to sell) burglary/robbery, or weapon charges will be declined.
8. The application process takes 1-3 business days.
9. Incomplete applications will delay the application process.
10. Declined applicants will be sent an adverse letter by email and be contacted of their disapproval.

Approved Application Policies and Procedures

1. Applicants will be contacted as soon as the application is approved, as well as be sent an approval statement by email.
2. The applicant(s) will have 3 business days from approval date to pay the re-decorating fee and sign their lease.
(The re-decorating fee will cover a light cleaning, light carpet cleaning, touch ups, and smoke detector batteries, any other expenses excessive to the stated will be charged to the tenant. The re-decorating fee must be paid in certified funds, either money order or cashier's check, NO CASH, PERSONAL CHECKS, OR CREDIT CARDS).
3. First month's rent must be paid by certified funds before the stated lease start date. For the remainder of the lease, personal checks will be gladly accepted.
4. Leases will be sent via email after all fees have been paid in full.

If you decide to pay by credit card the following convenience fee will be added to the \$199 application and administration fee:

• Visa	\$22.95	Total charged: \$221.95
• MasterCard	3%	Total charged: \$204.97
• American Express	4%	Total charged: \$206.96
• Discover	3%	Total charged: \$204.97

