

# TCP MANAGEMENT LLC

## BACKGROUND SCREENING AND RENTAL CRITERIA

**Fair Housing Statement:** We are a fair housing provider. We do not discriminate against persons on the basis of race, color, religion, national origin, sex, familial status, disability, creed, marital status, public assistance, ancestry, and sexual or affectional orientation.

**Smoking is NOT permitted in any of our apartments and buildings. Our properties are designated as smoke free.**

**Application Requirements:** Your application must be filled out completely and accurately. An incomplete application may be rejected or not processed. Any misstatements or omissions made on your application, whether or not discovered before you move into the building, is grounds for denial of an application or termination of an existing lease. Information must be legible and verifiable. If information given on the application cannot be checked out and verified, this is a reason for rejection. Omission of information, such as an address or employer, may be grounds for rejection.

**Identification and Application Process.** Every person over 18 must be screened and must provide a valid government-issued photo ID.

**Housing History.** Applicants must have a positive housing history. We require the name and last known telephone number of each landlord/property manager/mortgage or contract for deed payee for each address you have had for the last three years. Roommate references are not acceptable. A positive housing history is one of the most important things considered in screening an application. The refusal of a prior landlord to give a reference, or a negative reference, may be grounds for rejection. In the case of first time renters, young people, or students, this requirement may be varied subject to additional requirements of management.

**Eviction Filings.** Unlawful detainers or evictions may be a basis for rejection of an application.

**Credit.** A positive credit history is required. An adverse bank or credit reference, high debt, past due or dishonored debt, or the absence of a credit history may be grounds for rejection.

**Income.** Income from all sources must be sufficient to pay the applicant's rent and other predictable living expenses. To be counted as household income, amounts must be verifiable, reliable, and predictable.

**Criminal History.** Applicants who have a criminal history may be rejected.

**Business Relationship.** The relationship between a landlord and tenant is a business relationship. A courteous and businesslike attitude is required from both parties. We reserve the right to refuse rental to anyone who is verbally abusive, swears, is disrespectful, makes threats, has been drinking, is argumentative, or in general displays an attitude at the time of the unit showing and application process that causes management to believe we would not have a positive business relationship.

**Occupancy.** Maximum number of residents equal to one or two persons per bedroom.

Payment of a \$40.00 application fee per adult is required at the time you apply for the apartment.  
One application per adult is required. **The apartment will not be held until the security deposit is paid in full.**  
You may place the full security deposit with management at the time of application to hold the apartment.  
**THE APPLICATION FEE IS NON-REFUNDABLE.**

**Each applicant must provide a current driver's license or U.S. Federal Government issued photo ID card.  
You must also provide 3 current pay stubs from your employer.**

Please fill out the application clearly with blue or black ink only. Be sure to fill out your application thoroughly to insure timely processing. The application must be signed and dated by the applicant.  
If you have further questions, please contact TCP Management LLC

All applications are screened by Rental History Reports, 701 5th Street S. Hopkins, MN 55343 - 1-888-389-4023  
Please direct all inquiries regarding your file to the following address:

TCP Management LLC - P.O. Box 22392 Eagan, MN 55122

TCP Management  
P.O. Box 22392 Eagan, MN 55122  
Office- 612-355-1252 / Fax 952-687-9238  
TCP Management@gmail.com

## TCP RENTAL APPLICATION

*\*All persons that are 18 years of age or older must complete a separate application form*

The undersigned hereby makes application to rent unit number \_\_\_\_\_ Located at \_\_\_\_\_

Beginning on \_\_\_\_\_, at a monthly rate of \$ \_\_\_\_\_

### PLEASE TELL US ABOUT YOURSELF

FULL NAME \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Alt Phone \_\_\_\_\_  
Drivers License Number/ State \_\_\_\_\_  
Email Address \_\_\_\_\_ Total Number of Occupants \_\_\_\_\_  
Names of all other occupants \_\_\_\_\_  
How Many Pets? (NO DOGS) \_\_\_\_\_ Kind of Pet, Breed, Weight and Age \_\_\_\_\_

### PLEASE GIVE YOUR RESIDENCE HISTORY FOR THE PAST 3 YEARS - BEGINNING WITH THE MOST CURRENT

**CURRENT ADDRESS** \_\_\_\_\_  
Month & Year Moved In \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Manager \_\_\_\_\_ Phone \_\_\_\_\_ Monthly rent amount \_\_\_\_\_

**PREVIOUS ADDRESS** (If within 3 years) \_\_\_\_\_  
Month & Year Moved In \_\_\_\_\_ Month & Year moved out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Manager \_\_\_\_\_ Phone \_\_\_\_\_ Monthly rent amount \_\_\_\_\_

**PREVIOUS ADDRESS** (If within 3 years) \_\_\_\_\_  
Month & Year Moved In \_\_\_\_\_ Month & Year moved out \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
Owner or Manager \_\_\_\_\_ Phone \_\_\_\_\_ Monthly rent amount \_\_\_\_\_

### PLEASE GIVE YOUR EMPLOYMENT INFORMATION

**YOUR STATUS- Circle one:** Employed Full Time    Employed Part Time    Student    Retired    Not Employed

**Current Employer** (or most recent) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date(s) Employed From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_  
Supervisor \_\_\_\_\_ Gross Monthly Salary \$ \_\_\_\_\_ Household Gross Monthly Income \$ \_\_\_\_\_

**Previous Employer** \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Date(s) Employed From \_\_\_\_\_ to \_\_\_\_\_ Position \_\_\_\_\_ Supervisor \_\_\_\_\_

If there are other sources of income you would like us to consider, Please list the income source and person (Banker, Employer, ect) who we could contact for conformation. You do not have to reveal alimony, child support or spouses annual income unless you want us to consider it in this application.

**HAVE YOU EVER:** Been sued for non-payment of rent? ☐ Yes ☐ No    Been evicted or asked to Move Out? ☐ Yes ☐ No  
Broken a Rental Agreement or Lease? ☐ Yes ☐ No    Been sued for damage to rental property? ☐ Yes ☐ No  
Have you declared bankruptcy in the last 10 years? ☐ Yes ☐ No

CONTINUED OVER

Please give any additional information that might help management evaluate your application :

How did you hear about our property? \_\_\_\_\_

If Management has any questions about your application, please give phone numbers where you can be reached:

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

IN CASE OF PERSONAL EMERGENCY, NOTIFY: \_\_\_\_\_ Relationship \_\_\_\_\_

Full Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

I hereby apply to lease the above described premises for the term and upon the conditions above set forth and agree that the rental is to be payable the FIRST day of each month in advance. As an inducement to the owner of the property and to the agent to accept this application, I warrant that all statements above set forth are true.

**I acknowledge that the application fee paid to Management / agent is NON- REFUNDABLE.**

**I AUTHORIZE YOU TO CONTACT PREVIOUS LANDLORD(S), CREDIT AND PERSONAL REFERENCES THAT I HAVE GIVEN IN THIS APPLICATION. I ALSO AUTHORIZE MANAGEMENT TO OBTAIN MY CONSUMER CREDIT REPORT.**

The above information, to the best of my knowledge, is true and correct.

Signature of Applicant \_\_\_\_\_ Date Signed \_\_\_\_/\_\_\_\_/\_\_\_\_

APPLICANT: PLEASE DO NOT WRITE BELOW

PAYMENT OF \$ \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

THIS APPLICATION FORM RECEIVED BY (NAME) \_\_\_\_\_ DATE \_\_\_\_\_

This application is: ☐ APPROVED ☐ NOT APPROVED

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Applicant notified by (Name) \_\_\_\_\_ Date notified \_\_\_\_\_

Notified by: ☐ Letter ☐ Phone ☐ Fax ☐ In Person