



TENANT PLACEMENT APPLICATION PROCESS:

- \$ **79.00** Non Refundable Application Fee that covers:
 - The Process and Handling of the application
 - Verification of Applicant Data
 - Tenant References
 - Landlord References
 - Verification of Employment
 - Verification of Income (All Sources)
 - Additional Occupant Information
- Note: The second phase of the application is to provide an online verification of criminal history, eviction history, sex offender history, and satisfactory credit. This phase will be emailed to you in a link for approval to verify. After this phase is complete, the Landlord will select the tenant and make a phone call to the potential tenant for a phone interview for final approval.
- Note: At any time during the process, the Landlord, Property Manager, or Tenant Placement company may consider the application a denial upon verifying multiple conflicts in information, fraud, false information, 5 unanswered Reference attempts, or observation of undesirable, inappropriate, or unsuitable character.
- Note: Applicant Fee shall be paid to: **Ten Mina Enterprise Property Management**
- Note: Application Fee was paid to: **Online Portal** _____ Date: _____
- Note: Applications are taken in 10 Day increments to decide approvals. If no approved applicant within 10 days, then the process will repeat. Upon applicant approvals, applicants are referred to landlord for final decision.
- Checklist: (Items MUST be emailed or scanned in pdf formatno exceptions. You may also fax the document to: 678-619-2050)
 - ___ **Copy** of DL ___ **1 Mo.** bank statement with applicant Name (Black out last 4 of account #)
 - ___ **2 Month's** Paycheck Stubs ___ **Updated/ Current** Renter's Insurance Policy
 - *** Proof of Income: If Not verifiable by employer by phone, fax, or email; we require a copy of the previous year's tax return or the past 6 months of either: paycheck stubs or bank statements
- Send Docs to: Email: tenminaconsults@yahoo.com or Fax: 678-619-2050

Applicant Print Name

(Office) Application Received by:

Signature / Date

Email

Contact Number