

**TROPHY, REALTORS**  
**99 Trophy Club Drive**  
**Trophy Club, TX 76262**  
**817-430-1541**

## **Qualification Requirements for Tenants**

1. **Cost:** \$45 per applicant over 18 years or older. The application fee must be paid online through [www.TrophyRealtors.com](http://www.TrophyRealtors.com) using the Rental Application. Each person 18 years of age or older that will be living in the property must submit an application. The application fee is non-refundable.
2. **Income:** Total monthly income for applicants must be at least 3 times the rent amount. Incomes can be combined to qualify for this number. Proof of income must be the two most recent pay stubs or a signed verification by the applicant's employer. Email proof of income to [trpropertymanagement@msn.com](mailto:trpropertymanagement@msn.com)
3. **Self Employed, Retired or Not Employed:** The applicant must provide copies of a tax return from the previous year, a financial statement from a certified public accountant or copies of the 3 most recent bank statements showing proof of income at least 3 times the rent.
4. **Credit:** A credit report will be acquired on each of the occupants over the age of 18. Unpaid collections, liens or judgements, excessive late payments, defaults, any credit accounts not current and/or unpaid rental fees will be grounds for denial.
5. **Rental History:** Prospective residents must provide information of last 2 years of rental history. The property manager or owner will be called to verify rent payments, damages owed, lease violations or evictions filed.
6. **Checks:** A returned payment will result in an applicant paying with certified funds for the remainder of the lease. All returned checks are subject to additional fees.
7. **Criminal History:** Landlord/Property Manager will perform a criminal history investigation on all applicants. Any decision regarding the rental property may be influenced by the information contained in the criminal investigation report. TROPHY, REALTORS and/or Landlord reserves the right to refuse leasing based on an applicant's criminal history.

8. Pets: Pets are allowed subject to the discretion of the property owner. The amount of the non-refundable pet payment varies depending on the property and the number of pets. The amount required is at the discretion of the landlord. The non-refundable pet payment must be given at the same time as the Security Deposit and must be in the form of a Cashier's Check or Money Order.
9. Photo ID: All applicants must supply a copy of their driver's license or other ID with a picture. Email to [trpropertymanagement@msn.com](mailto:trpropertymanagement@msn.com)
10. Once we notify you that your application has been approved, you will have 2 business days to bring in the full Security Deposit, Pet Deposit if applicable + the \$100 Tenant paid administration fee to our office located at 99 Trophy Club Drive Trophy Club, TX 76262. The deposits must be in the form of a Cashier's Check or Money Order. At that time you will sign the lease. This is done by appointment which will take 30-45 minutes. Alternatively, you will be given the option to sign the lease documents electronically.

The tenant selection criteria include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria or if you provide inaccurate or incomplete information, your application may be rejected and your application fee will not be refunded.