TrustHome Properties
real estate / property management

Property Management Division
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What are we looking for on Resident applications?

Each application that we receive is treated on its own merit. **Each adult over the age of 18 must complete a separate application and pay the application fee**. A lease start date **MUST be within 30 days or less** from the date of your application. As a **general rule** we are looking for the following from each application. If you have **ANY** questions, call Gloriluz at (407)544-0806 or email Gloriluz@TrustHomeProperties.com.

Credit Score
620+. The higher the better.

Collections
No more than $1500 in collections. Medical and education costs are taken into consideration.

Income
Minimum gross income for all residents must meet a **MINIMUM** level **3 times the advertised rent** and you must be able to **prove** that it's **local Florida income**. If you are starting a new job then we need to see the job offer letter. All sources of other income (e.g. SSI, child maintenance) must be verifiable. You must also supply a **MINIMUM** of 4 weeks of pay stubs with **EACH** application.

Self Employed
If you are self-employed, we require 2 years of your latest 1040 Tax submission and we **ONLY** need the 1st 2 pages and **NOT,** the whole return.

Employment Verification
We may request verification direct from your employer.

Rental History
Previous rental history for a **MINIMUM** of 1 year must be provided.

Identity
Must provide photo ID for each applicant over the age of 18.

Evictions or any money owed to a Landlord and HOA association
Credit History or Civil Court Records must not contain any evictions, judgements for a **MINIMUM** of 7 years from the time of your application.

Pets / Service Animals / Emotional Support Animals
No pets are allowed without prior approval. We will also require a photo of the pet and a copy of pet insurance. Owner must approve all pets. If you have a service or emotional support animal, PLEASE submit the documentation from your health care provider on their letterheaded paper that there is a need for an assistance animal. Federal Statutes 775.082 and 775.083 - it is a second-degree misdemeanor to willfully misrepresent yourself, through conduct, verbal or written notice, as using a service animal and being qualified to use a service animal – **check with Leasing before applying if you have any pets.**

Number of residents per unit
Must comply with HUD guidelines and it is dependent on the unit that you are applying for.

Bankruptcy
We need to know if it's Chapter 7 or 13 and if it has been discharged. If so, attach a copy of the discharge notice to your application.

Felony or Criminal Activity
Automatic denial if your Credit History or Civil Court Records contain any serious Felony's or criminal activity **Each application is unique** and the above are the general guidelines of what we are looking for. Everything is taken into consideration when we run your applications **and if you do not meet all of the above guidelines you still may be approved.**

Tips for when you are ready to apply for a unit

https://trusthomeproperties.com/tenants/#homes-for-rent

1. **BEFORE YOU APPLY**
   Application fees are **NON-REFUNDABLE** under **ANY** circumstances. Often properties may receive multiple applications. Please check with Gloriluz at (407) 544-0806 or email Gloriluz@TrustHomeProperties.com prior to submitting your application to verify availability and avoid paying the application fee unnecessarily as they are **NON-REFUNDABLE.**

2. All applications are **online** https://trusthomeproperties.com/tenants/#homes-for-rent and make sure that you have **ALL** of your required documents (copies of paystubs (min 2 months, photo ID etc.) ready before you start your application process. Then attach the documents to the end of your application as you **cannot go back and edit your application once it has been submitted.**

3. Complete the applications in full. Include car and pet details if you have them.

4. You can never provide too much information. If you don't provide enough information, it will delay a decision.

5. All adults over 18 must **apply at the same time**. If all adults have not applied within 24 hours of the 1st person applying **your application will be cancelled** and there are **no refunds on the application fee.**

6. Once **ALL** applications **AND** application fees have been paid for your party the unit will go pending until a result is known.

7. If any applications are missing, then the unit will not go pending and others can apply for the unit.

8. **If we are missing any supporting documents, you have 24 hours from the date/time of the 1st application to send them in. If they are not received within 24 your application will be cancelled**. There are **no exceptions** to this rule so make sure you have everything you need for your application before you start it.

9. If you have a pet or a service / emotional support animal, make sure you provide all the necessary information on your application.

10. Lease start dates must be **within 30 days from the date/time of your application.**

11. Take care when applying. DO NOT make any mistakes. If your DOB or SSN for example is incorrect, we CANNOT rerun your application. You will have to re-apply and pay the application fee again.

Note: If you are approved within 24-48 hours of approval, we require the Security Deposit to be provided as a holding fee. If it is not, then we will put the unit back on the market. Once the security deposit is paid, we proceed to the next stage of the leasing process.

Note: Check In/Out Inspections: Are carried out before you move-in and after you leave the unit. Per the terms of your lease, you will be charged **$100 fee** to cover the cost of a move out inspection and report. This will confirm the condition of the property upon you vacating the unit. The landlord pays for the initial inspection before move-in.