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## Leasing Procedures & Rental Requirements

Each applicant over the age of 18 **must** fill out an application, no exceptions.

There is a \$45 application processing fee for **each** individual, regardless if married or not. The application fee must be accompanied with each application (certified funds payable to TRAMCO) or paid online at [www.TramcoRealty.com](http://www.TramcoRealty.com). **NO PERSONAL CHECKS**. This is a processing fee not credit check fee. We run our own credit reports, and they remain the property of TRAMCO. Processing fee is **STILL** required to be paid, and credit reports are not given out.

Make sure ALL blanks are filled in, especially rental amount, security deposit, property address, landlord contact information, etc. Must have move in date (**we do NOT accept A.S.A.P, use an actual date**). Make sure date is **NOT** a weekend/Holiday and that your clients will be able to have funds and move in on the date placed on the lease. Move in dates are **FINAL**. Applicants are to be considered as taking the property "as is" unless we receive repair requests **IN WRITING at time lease application is received**.

Please provide last three months of paycheck stubs and copy of driver's license. Do not have applicants send application directly to us, have it sent to yourself to review for any missed information. If self-employed, we need to see last three months of personal bank statements, not company/business. If using social security or military benefits, we need to see bank statements that show these deposits. Also, supply copies of SS card and Visa (if non-resident).

TRAMCO investors require at least 3.5 times monthly rent income, and a credit score of at least 550 (Equifax) with no collections from apartment complexes, broken leases, etc.

We do not accept "mutts" or "mixed" as breeds. We do not accept breeds commonly associated as aggressive. This includes: Rottweilers, Doberman Pincers, Pit Bulls, Akitas, Chows, Dobermans, Perro de Presna Canarios, Wolfdog hybrids, Mastiffs, or other breeds at owner's discretion, please contact our office if unsure. Pet fee is usually \$250.00 nonrefundable, however property owner may increase. **You must provide picture of all pets with app.**

There is no need to type the lease or brokers agreement - we will type all forms for you. Once application is approved, your clients will have **24** hours to bring into our office certified funds for the first month's rent and a copy of signed lease. **ALL funds must be in money order or certified funds (first months, security deposit, pet fee(s) and processing fees)**. **The tenants will be provided with phone numbers for utilities on the move in packet when they pick up keys. If utilities are on at the property, your clients will need to have them switched into their names within 24 hours of key pick up as they will be turned off in our name. The sign and lockbox will be removed within 3-4 days. The commission check, a copy of the signed lease, BA and related paperwork will be sent together, we will not email a copy of the signed paperwork. If you need a copy and cannot wait until mail service, then we will be happy to have everything waiting at the front desk for you to pick up when it becomes available. If you wish to pick up your packet, let me know before your clients move in date and I will call you when it is available. Otherwise the packet will be mailed. A copy of the signed lease will be mailed to your clients as well.**

We give out keys between 9:30 a.m. and 4:00 p.m. M-F (NO EXCEPTIONS). Our address is shown above.

If showing/leasing one of our properties, it is your responsibility to review these requirements with your clients. Please allow at least 24 weekday hours before calling to check the status of your application. Our office is closed on weekends. Ensuring application (s) is filled out and the above information is provided will help expedite the application process.

*Thank you for your cooperation and we look forward to working with you!*