



Town & Coastal Property Management

Application & Qualifying

Application Requirements:

- ✓ Photo I.D. is required per applicant.
- ✓ Each applicant must qualify individually unless they are a married couple.
- ✓ \$30 application fee is required per individual over 18 years of age.

Fees Charged:

Security Deposit: Security deposits are set on a per property basis. The property you have applied for will not be taken off the market until your application has been approved and the total move in costs of first month's rent and security deposit have been paid. This amount must be in the form of a Cashier's Check or Money Order.

First Month's Rent: Your first month's rent will be the full monthly amount regardless of what day of the month you move in. You will pay the pro-rated amount your second month of tenancy. Your first month's rent must be in the form of a Cashier's Check or Money Order.

Pet Fee if applicable: Occasionally we have pet friendly properties available; depending on the type and number of pets, an additional deposit will be required. This must be in a separate Cashier's Check or Money Order and is due at the same time as all other move in costs.

Form of Payment:

We do not accept cash in our office. We will accept a personal check for the application fees. Your security deposit, first month's rent, and pet deposit (if any) must be in the form of a Cashier's Check or Money Order made payable to **Town & Coastal Property Management**. Following your first month's rent we will accept personal checks, cashier's checks or money orders for rent due.

Rental Requirements:

- Two years of verifiable residential history from a third party landlord is necessary or a co-signer may be required.
- Good credit is necessary. Excessive collections will require a co-signer.
- First time renters or persons with no established credit will require a co-signer.
- Students may require a co-signer.
- Two years verifiable and stable employment/income is necessary or a co-signer may be required.

Income Requirements:

- Monthly household income must equal three times the monthly rent, if it does not equal the amount needed a co-signer may be required.
- If a co-signer is required, their monthly income should be equal to five times the stated monthly rent.