

TJG MANAGEMENT SERVICES, LLC

QUALIFICATION & APPLICATION PROCESS

Application Fee \$25.00 for all household members over 18 years of age.

OCCUPANCY STANDARDS

<u>Number of People</u>	<u>Bedroom Sizes</u>
1 Person	Efficiency
2 Persons	1 Bedroom
4 Persons	2 Bedroom
6 Persons	3 Bedroom
8 Persons	4 Bedroom

Legal Age: The head of household and co-head, must be of a legal age.

Capacity to pay: Once income is verified, the income must be sufficient to pay rent and meet other financial expenses and obligations. The general rule of thumb is that the weekly gross income for the applicant(s) must equal or exceed 70% of the monthly rent. This would not apply if you are short of the income requirement by \$150.00, but paid an equivalent rent and paid on time, without being late.

Example: If your rent is \$625.00 a month, your weekly (GROSS) income, must be no less than \$440.00 a week.

Credit/Rental Reference(s): You should have reasonably good credit. We will not include Student Loans and Medical Bills when evaluating. However, less than good credit may require an increased Security Deposit. You must be able to make an application for service for utility service with BG&E, if outstanding balances are owed, you will need to pay first, before your application will be approved. You must have one year of current rent reference from someone other than a friend or relative is preferred. However, not having a rental reference does not disqualify your application, it may require an increased security deposit and a co-signer may be required.

Information you will need to provide:

- *Valid Maryland State Photo Identification. **(Must be employed for at least one year)***
- *Your last three consecutive pay stubs and current proof of income. I.E., if Social Security, an award or benefit letter. If pension, last three pay stubs, or annual notice. If other annuities or sources of income, current proof, within the last (30) days.*
- *Name, address and phone number of current and former landlords, within the past (5) five years.*