



**TENANT SCREENING POLICY**

Thomas Property Management is an Equal Housing Opportunity Firm and does not discriminate against any person because of Race, Color, Creed, Age, Religion, Sex, National Origin, Marital Status or Physical Handicap or Family Status.

**QUALIFICATIONS ARE ONLY BASED ON THE FOLLOWING:**

1. **Application processing fee** - \$25 per person 18 years and older. This fee is **non-refundable**.
2. **Good credit** - No evictions, outstanding utility bills in collection, etc. Credit Check will be done on all person's over the age of 18.
3. **Good landlord reference** - Please include the name, phone and fax number of landlord on application
4. **2 ½ TIMES THE AMOUNT OF RENT IN VERIFIABLE INCOME.**

**DOCUMENTS NEEDED FOR PROCESSING:**

- \* COPY OF DRIVER'S LICENSE & SOCIAL SECURITY CARD FOR EVERYONE OVER 18 YRS OLD.
- \* INCOME VERIFICATION: COPY OF TWO (2) MOST RECENT PAYCHECK STUBS, AWARD LETTERS or BANK STATEMENT, or IF SELF EMPLOYED A TAX RETURN, ETC. FOR ANYONE OVER 18 YRS OLD.

*Application cannot be processed without all necessary documents described above.*

**Corporate Office, Thomas Property Management  
5703 McHenry Ave.,  
Modesto, CA 95356**

**Phone: 209.523.3344 Fax: 209.523.3084**

