

Rental Policies

Our staff is, on a regular basis, trained and educated on the latest local, state, and federal statutes pertaining to rental policies and regulations. All federal, state, and local laws are followed allowing each prospective tenants application to be processed without prejudice to their race, sex, religion, handicap, or family status. Toussaint Property Management(TPM) is the exclusive agent and representative of the property owner and does not have any agency responsibilities to the applicant.

GENERAL: All guidelines must be carried out as follows.

APARTMENT SHOWING: An agent of TPM must meet with all persons looking to reside in apartment. We will gladly work around your schedule. Sorry, for the safety of our staff, no showings will be made after dark.

DOWNPAYMENT: Although there is no application fee, prospective tenant must have, in their possession and at the apartment, a down payment of one weeks rent for that unit. The down payment is moneys that a tenant gives to a TPM agent after the viewing to hold the apartment for them until the application is processed. This money will then be applied to the tenants first weeks rent if application meets owners requirements. If the application does not meet the requirements the down payment will be refunded to prospective tenant via USPS mail. The only time the money will not be refunded is if prospective tenant puts mis-information on the application or cancels.

PROCESSING: Each application must be completed, signed and downpayment received before processing. Applications are processed in the order received. Additional applications will continue to be accepted until the approved applicant has signed the lease and paid the security deposit. As a representative of the property owner, we must act in their best interests and will choose the best application if more than one has applied. Processing will normally be completed within 24 to 48 hours; however it can take longer if a complications arise. A copy of applicant's driver's license or other federal issued ID is required and will become part of the completed application. All information on application is subject to verification. Once approved, each applicant must sign the lease and be fully responsible for the lease, rent or any fees due.

INCOME: Application may be denied unless rent is no more than 40% of verifiable household income. To be considered as income, applicant must provide verification of SSI, food stamps, or child support. Unemployment payments will never be considered income

CREDIT: All information showing on the credit report is subject to verification, including previous address and place of employment. To ensure that all applicants are treated the same.

PET POLICY: No dogs.

SECURITY DEPOSIT: The security deposit amount varies from property to property and must be paid in advance.

CONDITION: We believe we have a higher than normal standard in the preparation of our rental units, but our standards may or may not be equivalent to your standards. If you see something that you don't like, or something that you would like added, please make your request during the application process, we will gladly present it to the property owner. If the property owner grants our request, the modification will be made prior to you taking occupancy or otherwise annotated on the rental agreement.

LEASE SIGNING: Once you are approved, you will be notified by phone and we will schedule a lease-signing appointment. All persons that will be occupying the unit must be at the signing to go over apartment renting procedures.