



Third Coast Asset Management

PROSPECTIVE TENANT QUALIFICATION

Thank you for your interest in renting with Third Coast Asset Management!

To ensure a smooth application process, please review the required documentation and qualifications listed below.

Applicant Information

- ☐ All adults (18+) have submitted separate rental applications
- ☐ Application fees received (non-refundable)

Identification

- ☐ Government-issued photo ID (driver's license, passport, or state ID) submitted

Income Verification

- ☐ Monthly gross income is at least **3x the monthly rent**
- ☐ Most recent pay stubs (minimum 2) or proof of income provided
- ☐ For self-employed applicants: 2 years of tax returns or 3 recent bank statements
- ☐ Offer letter provided (if recently employed)

Third Coast Asset Management
250 Monroe Avenue NW, Suite 400
Grand Rapids, MI 49503
Office (616) 370-4559 Fax (616) 469-2919



Employment Verification

- ☐ Employer contact information provided
- ☐ Employment confirmed (start date, position, and income)

Credit History

- ☐ Credit report pulled and reviewed
- ☐ No history of evictions or unpaid rental debt
- ☐ No open bankruptcies
- ☐ Minimum credit score of 620

Note: The minimum credit score requirement may be waived for applicants with a strong rental history, including consistent on-time payments and positive references from previous landlords.

Rental History

- ☐ Current and previous landlord contact information provided
- ☐ Rental history verified (timely payments, no lease violations, etc.)
- ☐ No history of lease breakage without valid reason

Criminal Background Check

- ☐ Background check completed
- ☐ No disqualifying criminal convictions (per local, state, and federal laws)



Additional Requirements

- ☐ Renter's insurance required (proof due at lease signing)
- ☐ Pet policy reviewed (if applicable)
- ☐ Number of occupants complies with property occupancy standards
- ☐ All information on application is accurate and truthful

Final Decision

- ☐ Applicant Approved
- ☐ Applicant Denied (reason documented)
- ☐ Conditional Approval (specify conditions, e.g., higher deposit)

Please ensure that all required documents are submitted in a timely manner to prevent any delays in the processing of your application.

If you have any questions or need assistance with the application process, our support team is available to help. You can reach us by phone at **616-370-4559** or by email at

Leasing@ThirdCoastAssetManagement.com.