

# **TTI Property Management**

## **Rental Requirements & Qualifications**

### **Updated 20 July 2012**

TTI Property Management supports The Fair Housing Act as amended, prohibiting discrimination in housing on race, creed, color, religion, sex, age, national origin, mental or physical handicap, familial status, marital status, ancestry or sexual orientation.

Please note that these are current rental requirements and qualifications, nothing in these requirements shall constitute a guarantee or representation by TTI Property Management that all residents and/or current occupants have met these requirements and qualifications. The ability to verify if these requirements have been met is limited to the information received by the applicants and various consumer reporting agencies used.

#### **Guarantor/Co-Signer:**

If a guarantor is required, the guarantor must complete an application, meet all qualifying criteria applicable to the guarantor agreement, and sign a Lease Agreement. The guarantor is responsible for all monies that come due under the Lease Agreement and all terms and conditions of the Lease Agreement and Lease Agreement Addendums.

#### **Multiply Applicants:**

Each applicant shall be subject to approval of all rental requirements and qualifications. Each occupant is fully responsible for the entire rental payment and each must execute the Lease Agreement and Lease Agreement Addendums.

#### **Identity/Age/Social Security Verification:**

United States government issued photo identification will need to be presented by all applicants. All applicants must have a United States government issued Social Security number in order for the verification process to begin. In the event that there is no United States Social Security number, the applicant must provide proof of foreign citizenship. The minimum age of the second third, etc... lease holders are subject to TTI Property Management Approval.

#### **Confidentiality:**

TTI Property Management maintains a strict policy of confidentiality and privacy for all applicants and residents. Information provided on applications is not discussed with anyone other than the applicant. In addition, individual credit reports are not discussed with applicants.

#### **Application Fees:**

Along with your completed application, we require a \$35 application fee for each potential applicant over the age of 18 in cash, cashier's check or money order made payable to TTI Property Management. Additionally, we require the deposit on the property also in the form of a Cashier's Check or Money order. **PERSONAL CHECKS ARE NOT ACCEPTED.** If your application is denied you will be notified in writing and your deposit will be refunded.

#### **Application Denied:**

If your application is denied, you will be notified in writing. The Security Deposit will be refunded. The application fee is non refundable. If your application is denied you will be given the name, address and phone number of the consumer reporting agency that provided the information to us.

#### **Application Cancelled:**

If for any reason applicant(s) falsifies or decides to cancel the application process and not lease the property, the Application Fee and Security Deposit are non refundable and will be forfeited and retained as liquidated damages.

#### **Additional Fees:**

Other monthly fees that you will be required to pay in addition to your rental payment may include, but are not limited to: utilities such as water & sewer, electric, covered parking, trash removal and pet rent.

#### **Income/Employment Verification:**

Monthly gross income must be equal to or greater than three (3) times the monthly MARKET rental amount. Acceptable forms of verification are an Employment Verification Form, recent pay stub. If not currently working some forms of verification are: Social Security, Pension, Investment, 401K, Annuities and Veterans Letters to name a few. If the applicant has had a recent job change, previous employment may be verified and the applicant must provide a copy of the employment agreement or written job offer letter from the new employer. In the event that the applicant does not have regular employment, a bank statement reflecting a balance equal to or greater than one (1) year's MARKET rent, and the first 6 months of the MARKET rent paid up front may also be considered. If we are unable to verify your income acceptance of your application will be denied.

#### **Pet Policy**

If pets are accepted, all pets must fall within our pet guidelines and approved by management. No aggressive breeds allowed such as, Pit Bulls, Dobermans, German Sheppard's etc. A pet (small dog or cat up to 50lbs or 24' tall) is permitted with a signed animal agreement and requires a deposit. Residents may have one additional pet (dog or cat) with an additional deposit. No more than two pets (dog or cat) per property.

**Miscellaneous**

We do accept the Section 8 Program however, many properties have not been inspected by HUD and a delay in rental may be experienced due to inspections.

**Occupancy Standards:**

Occupancy shall be limited to no more than: One Bedroom: Two (2) persons, Two Bedrooms: Four (4) persons, Three Bedrooms: Six (6) persons, Four Bedrooms: Eight (8) persons.

If the property has an acceptable floor plan that would temporarily accommodate an infant up to the age of one and one-half years, then in addition to two persons per bedroom, your family may also have one infant that is less than one and one-half year of age. If occupancy changes during the lease term, residents will be required to either: move into another available property that has an accepted number of bedrooms or move out. Emancipated minors with documentation will be considered lease-holders and are subject to the same occupancy standards.

**Credit History:**

TTI Property Management uses a statistical program for applicant screening. The program uses empirically derived, statistically sound, credit scoring system to evaluate your consumer credit report. Credit scoring is based on real data and statistics, so it scores all applicants in the same manner. Your consumer credit report contains information about you and your credit experiences, such as your bill payment history, the number and type of accounts that have late payments, collections actions, outstanding debt and the age of your accounts. Using a statistical program based on actual renter performance, the credit information is scored and a decision is made. The decision may result in an outcome that may require an increased deposit for the application to be approved. If a utility bill is owed for electric, gas or water, all past dues must be brought current and provide written documentation to that affect.

**Rental History:**

Applicant(s) must not have any negative rental history, including, but not limited to, unpaid foreclosures, evictions, skips, or money owed to any previous landlord. If a previous property is owed, the balance must be paid in full and provide written documentation on the property's letterhead to that effect. Any record of disturbance of neighbors, destruction of property, poor living or housekeeping habits, illegal occupant, or unauthorized pet at any prior residence, which may adversely affect the health or welfare of other residents, may result in denial of the application. Rental history from a family member or a friend is not considered established rental history and will not be accepted. If the applicant has no rental history the application may be considered with an increased deposit.

**Criminal History:**

A criminal background search will be conducted on each occupant including all persons 18 years of age and older. Applicant(s) must not have a criminal history that reflects any prior felony convictions or deferred adjudication for felony offenses, or any misdemeanor of a violent, injury to person(s), theft, prostitution or any sex related crime whatsoever, including public indecency or drug related nature. The ability to verify this information is limited to the information made available by the reporting services utilized. If the criminal background search reveals past criminal behavior, which is contrary to what you reported on your application, acceptance of your application will be withdrawn.

**Consent to verify Credit, Criminal, Rental and Employment History:**

I hereby consent to allow TTI Property Management through its designated agents and its employees, to obtain and verify my credit, criminal, rental and employment information for the purpose of determining whether or not to lease a property to me.

**Signing this acknowledgement indicates that you have had the opportunity to review the landlord's tenant selection criteria. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history. If you do not meet the selection criteria, or if you provide inaccurate or incomplete information, your application may be rejected, and your application fee will not be refunded.**

\_\_\_\_\_

Resident Signature Date

\_\_\_\_\_

Resident Signature Date

\_\_\_\_\_

Resident Signature Date

\_\_\_\_\_

Owner's Representative Date



# Information About Brokerage Services

**B**efore working with a real estate broker, you should know that the duties of a broker depend on whom the broker represents. If you are a prospective seller or landlord (owner) or a prospective buyer or tenant (buyer), you should know that the broker who lists the property for sale or lease is the owner's agent. A broker who acts as a subagent represents the owner in cooperation with the listing broker. A broker who acts as a buyer's agent represents the buyer. A broker may act as an intermediary between the parties if the parties consent in writing. A broker can assist you in locating a property, preparing a contract or lease, or obtaining financing without representing you. A broker is obligated by law to treat you honestly.

**IF THE BROKER REPRESENTS THE OWNER:**

The broker becomes the owner's agent by entering into an agreement with the owner, usually through a written - listing agreement, or by agreeing to act as a subagent by accepting an offer of subagency from the listing broker. A subagent may work in a different real estate office. A listing broker or subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first. The buyer should not tell the owner's agent anything the buyer would not want the owner to know because an owner's agent must disclose to the owner any material information known to the agent.

**IF THE BROKER REPRESENTS THE BUYER:**

The broker becomes the buyer's agent by entering into an agreement to represent the buyer, usually through a written buyer representation agreement. A buyer's agent can assist the owner but does not represent the owner and must place the interests of the buyer first. The owner should not tell a buyer's agent anything the owner would not want the buyer to know because a buyer's agent must disclose to the buyer any material information known to the agent.

**IF THE BROKER ACTS AS AN INTERMEDIARY:**

A broker may act as an intermediary between the parties if the broker complies with The Texas Real Estate License Act. The broker must obtain the written consent of each party to the transaction to act as an

intermediary. The written consent must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. The broker is required to treat each party honestly and fairly and to comply with The Texas Real Estate License Act. A broker who acts as an intermediary in a transaction:

(1) shall treat all parties honestly;

(2) may not disclose that the owner will accept a price less than the asking price unless authorized in writing to do so by the owner;

(3) may not disclose that the buyer will pay a price greater than the price submitted in a written offer unless authorized in writing to do so by the buyer; and

(4) may not disclose any confidential information or any information that a party specifically instructs the broker in writing not to disclose unless authorized in writing to disclose the information or required to do so by The Texas Real Estate License Act or a court order or if the information materially relates to the condition of the property.

With the parties' consent, a broker acting as an intermediary between the parties may appoint a person who is licensed under The Texas Real Estate License Act and associated with the broker to communicate with and carry out instructions of one party and another person who is licensed under that Act and associated with the broker to communicate with and carry out instructions of the other party.

**If you choose to have a broker represent you**, you should enter into a written agreement with the broker that clearly establishes the broker's obligations and your obligations. The agreement should state how and by whom the broker will be paid. You have the right to choose the type of representation, if any, you wish to receive. Your payment of a fee to a broker does not necessarily establish that the broker represents you. If you have any questions regarding the duties and responsibilities of the broker, you should resolve those questions before proceeding.

Real estate licensee asks that you acknowledge receipt of this information about brokerage services for the licensee's records.

Buyer, Seller, Landlord or Tenant

Date

Texas Real Estate Brokers and Salespersons are licensed and regulated by the Texas Real Estate Commission (TREC). If you have a question or complaint regarding a real estate licensee, you should contact TREC at P.O. Box 12188, Austin, Texas 78711-2188 , 512-936-3000 (<http://www.trec.texas.gov>)

(TAR-2501) 10-10-11

TREC No. OP-K

REMAX Real Estate Group 5915 Silver Springs, Bldg 5 El Paso, TX 79912  
Phone: 915-231-9994 Fax: 915-613-1701 Patrick Tuttle

TTi Property M

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# TEXAS ASSOCIATION OF REALTORS® RESIDENTIAL LEASE APPLICATION

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**Each occupant and co-applicant 18 years or older must submit a separate application.**

Property Address: \_\_\_\_\_

Anticipated: Move-in Date: \_\_\_\_\_ Monthly Rent: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_

Applicant was referred to Landlord by:

Real estate agent \_\_\_\_\_ (name) \_\_\_\_\_ (phone)

Newspaper  Sign  Internet  Other \_\_\_\_\_

Applicant's name (first, middle, last) \_\_\_\_\_

Is there a co-applicant?  yes  no **If yes, co-applicant must submit a separate application.**

Applicant's former last name (maiden or married) \_\_\_\_\_

E-mail \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Mobile/Pager \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ Driver License No. \_\_\_\_\_ in \_\_\_\_\_ (state)

Date of Birth \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_

Hair Color \_\_\_\_\_ Marital Status \_\_\_\_\_ Citizenship \_\_\_\_\_ (country)

Emergency Contact: (Do not insert the name of an occupant or co-applicant.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name all other persons who will occupy the Property:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Applicant's Current Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

(city, state, zip)

Landlord's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Moved-In \_\_\_\_\_ Move-Out Date \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for move: \_\_\_\_\_

Applicant's Previous Address: \_\_\_\_\_ Apt. No. \_\_\_\_\_

(city, state, zip)

Previous Landlord's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Nt: \_\_\_\_\_ Mb: \_\_\_\_\_ Fax: \_\_\_\_\_

Date Moved-In \_\_\_\_\_ Date Moved-Out \_\_\_\_\_ Rent \$ \_\_\_\_\_

Reason for move: \_\_\_\_\_

Applicant's Current Employer: \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state, zip)

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Start Date: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

*Note: If Applicant is self-employed, Landlord may require one or more previous year's tax return attested by a CPA, attorney, or other tax professional.*

Residential Lease Application concerning \_\_\_\_\_

Applicant's Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_ (street, city, state, zip)

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_ Position: \_\_\_\_\_

Describe other income Applicant wants considered: \_\_\_\_\_

List all vehicles to be parked on the Property:

Type	Year	Make	Model	License/State	Mo.Pymnt.

List all pets to be kept on the Property (dogs, cats, birds, reptiles, fish, and other pets):

Type & Breed	Name	Color	Weight	Age	Gender	Neutered?	Declawed?	Rabies Shots Current?
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
						<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

	Yes	No	Explanation
Will any waterbeds or water-filled furniture be on the Property?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Does anyone who will occupy the Property smoke?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Will Applicant maintain renter's insurance?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is Applicant or Applicant's spouse, even if separated, in military?	<input type="checkbox"/>	<input type="checkbox"/>	_____
If yes, is the military person serving under orders limiting the military person's stay to one year or less?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Has Applicant ever:			_____
been evicted?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been asked to move out by a landlord?	<input type="checkbox"/>	<input type="checkbox"/>	_____
breached a lease or rental agreement?	<input type="checkbox"/>	<input type="checkbox"/>	_____
filed for bankruptcy?	<input type="checkbox"/>	<input type="checkbox"/>	_____
lost property in a foreclosure?	<input type="checkbox"/>	<input type="checkbox"/>	_____
had <u>any</u> credit problems, slow-pays or delinquencies?	<input type="checkbox"/>	<input type="checkbox"/>	_____
been convicted of a crime?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is any occupant a registered sex offender?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Are there any criminal matters pending against any occupant?	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is there additional information Applicant wants considered?	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Authorization:** Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

**Notice of Landlord's Right to Continue to Show the Property:** Unless Landlord and Applicant enter into a separate written agreement otherwise, the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

**Privacy Policy:** Landlord's agent or property manager maintains a privacy policy that is available upon request.

**Fees:** Applicant submits a non-refundable fee of \$ 35.00 for processing and reviewing this application and (check only one box if applicable):

- (1) \$ \_\_\_\_\_ to be applied to the security deposit upon execution of a lease or returned to Applicant if a lease is not executed.
- (2) an Application Deposit of \$ \_\_\_\_\_ in accordance with the attached Agreement for Application Deposit and Hold on Property (TAR No. 2009 or similar agreement).

**Acknowledgement & Representation:**

- (1) Signing this application indicates that Applicant has had the opportunity to review Landlord's tenant selection criteria, which is available upon request. The tenant selection criteria may include factors such as criminal history, credit history, current income and rental history.
- (2) Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and forfeiture of any application fee and may be grounds to declare Applicant in breach of any lease the Applicant may sign.
- (3) Applicant represents that the statements in this application are true and complete.

\_\_\_\_\_  
Applicant's Signature Date

*For Landlord's Use:*

On \_\_\_\_\_, \_\_\_\_\_ (name/initials) notified

Applicant  \_\_\_\_\_ by  phone  mail  e-mail  fax  in person that Applicant was

approved  not approved. Reason for disapproval: \_\_\_\_\_



TEXAS ASSOCIATION OF REALTORS®

**AUTHORIZATION TO RELEASE INFORMATION  
RELATED TO A RESIDENTIAL LEASE APPLICANT**

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I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property located at \_\_\_\_\_ (address, city, state, zip).

The landlord, broker, or landlord's representative is:

<u>TTi Property Management</u>	(name)
<u>5915 Silver Springs Drive, Building 5</u>	(address)
<u>El Paso, TX 79912</u>	(city, state, zip)
<u>(915)231-9994</u> (phone)	<u>(915)613-1701</u> (fax)
<u>rentals@ttipm.com</u>	(e-mail)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above-named person;
- (2) to my current and former landlords to release any information about my rental history to the above-named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above-named person;
- (4) to my bank, savings and loan, or credit union to provide a verification of funds that I have on deposit to the above-named person; and
- (5) to the above-named person to obtain a copy of my consumer report (credit report) from any consumer reporting agency and to obtain background information about me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*Note: Any broker gathering information about an applicant acts under specific instructions to verify some or all of the information described in this authorization. The broker maintains a privacy policy which is available upon request.*



TEXAS ASSOCIATION OF REALTORS®
REQUEST FOR RENTAL HISTORY

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To: \_\_\_\_\_ (Landlord)

From: TTi Property Management

Re: Lease Applicant: \_\_\_\_\_

The above-referenced Lease Applicant has made application to lease a property from the undersigned prospective landlord. The Lease Applicant reported that he previously leased the following property from you:

\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

Enclosed is an authorization to release a rental history. Please provide the following information:

- (1) Beginning date of lease \_\_\_\_\_ Ending date \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_
(2) Did the Lease Applicant timely pay rent? [ ] Yes [ ] No If no, how many times? \_\_\_\_\_
Dates late rent received: \_\_\_\_\_
(3) Were any of Lease Applicant's checks returned unpaid by the bank? [ ] Yes [ ] No If yes, number of times? \_\_\_\_\_
(4) Did the Lease Applicant owe you money when he left? [ ] Yes [ ] No If yes, how much? \$ \_\_\_\_\_
(5) Did the Lease Applicant cause any damage to the property? [ ] Yes [ ] No. If yes, explain in (11).
(6) Did the Lease Applicant have a pet? [ ] Yes [ ] No
(7) Did the Lease Applicant violate the lease? [ ] Yes [ ] No
(8) To your knowledge, did the Lease Applicant or anyone living with the Lease Applicant have a criminal record? [ ] Yes [ ] No. If yes, explain in (11).
(9) Would you lease the property to the Lease Applicant again? [ ] Yes [ ] No. If no, explain in (11).
(10) Was the lease terminated early for any reason? [ ] Yes [ ] No. If yes, explain in (11).
(11) Other relevant information: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_ Date

Please return this form as soon as possible to:

TTi Property Management ( [x] Property Manager [ ] Landlord)
(915)231-9994 (phone) (915)613-1701 (fax)
rentals@ttipm.com (e-mail)

Enclosure: Page 3 of TAR No. 2003

(TAR-2214) 4-13-07

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REMAX Real Estate Group 5915 Silver Springs, Bldg 5 El Paso, TX 79912
Phone: 915-231-9994 Fax: 915-613-1701 Patrick Tuttle

TTi Property M

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TEXAS ASSOCIATION OF REALTORS®  
**REQUEST FOR EMPLOYMENT VERIFICATION**

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To: \_\_\_\_\_ (Employer) Date: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

From: TTi Property Management

Re: Lease Applicant: \_\_\_\_\_

The above-referenced Lease Applicant has made application to lease a property from the undersigned prospective Landlord. The Lease Applicant reported that he is employed with your company. Enclosed is an authorization to release employment information. Please provide the following:

- (1) Beginning date of employment \_\_\_\_\_
- (2) Monthly Gross Income \$ \_\_\_\_\_
- (3) Position currently held \_\_\_\_\_
- (4) Other relevant information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of Person Completing Form \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

Please return this form **as soon as possible** to:

TTi Property Management (  Property Manager  Landlord )  
(915)231-9994 (phone) (915)613-1701 (fax)  
rentals@ttipm.com (e-mail)

Enclosure: Page 4 of TAR No. 2003 *Authorization to Release Information Related to a Residential Lease Applicant*