



## Welcome to TRINITY Realty Property Management Services

We hope that you will find a property that meets all your needs. For your convenience, the following is a brief overview of the general guidelines used to process an application.

- **A completed application form** - in order to tell us about yourself. Each adult wishing to live in one of our properties must fill out an application and be approved. All sections of each application must be complete and accurate.
- **Employment** - in order to verify that there is adequate income to make rental payments. In general, we expect applicant to have been in current employment for at least six (6) months, and that income is equal to three to four times the monthly rental amount.
- **Rental History** - in order to verify that the prospective tenant has demonstrated a desire to meet lease obligations. In general, we want to verify the amount of current rent and that the rent was paid in a timely manner; that the property was kept in good condition; that there is no history of complaints from other tenants; that all lease obligations have been met; and, that the tenancy has been a positive experience.
- **Credit History** - in order to verify that the prospective tenant has demonstrated fiscal responsibility. In general we look for payments that are made on time, that there are no judgments or bankruptcy records, and that credit responsibilities are in line with income.
- **State Criminal Report** - consists of the statewide felony and misdemeanor records
- **Vehicle information** - including make, model, color & year of any vehicle to be kept at the rental property.
- **A valid photo I.D.**- so that we can assure the property owner that the person applying for the property is indeed the person moving in.
- **Authorization** for us to verify information given on the application and to order a credit check.

**No person shall be denied the right to rent one of our properties based on applicant's race, color, religion, national origin, sex, age, disability, marital status or familial status.**

P.O. Box 978, Elon, NC 27244-0978 | Office: (336) 538-9799 | Fax: (800) 346-6192

[www.TrinityREFServices.com](http://www.TrinityREFServices.com)





Rental Property applying for:
Address: \_\_\_\_\_
City: \_\_\_\_\_

RENTAL APPLICATION

(There is a \$39.99 per adult non-refundable application fee for consideration of all rental property; due at the time of submission) Cash or bank checks only payable to TRINITY Realty

USE BLACK INK AND PLEASE PRINT CLEARLY! WE VERIFY I.D. / SSN / ADDRESS INFO!

Applicant: LAST FIRST MIDDLE SSN#: \_\_\_/\_\_\_/\_\_\_

Drivers Lic. #/State: \_\_\_/\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Co-Applicant: LAST FIRST MIDDLE SSN#: \_\_\_/\_\_\_/\_\_\_

Drivers Lic. #/State \_\_\_/\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Present Address: Rent Amt: \$ Reason for Leaving:
City: State: Zip: Your Home Phone: ( )

Current Landlord: Phone: ( ) Date From: to

Previous Address: Rent Amt: \$ Reason for Leaving:
City: State: Zip: Has an eviction ever been filed against you? Yes / No

Previous Landlord: Phone: ( ) Date From: to

Present Employer: Phone #: ( )

Position: Supervisor:
Date From: to Gross Income: \$ per week[] month[] yr[] Other Income:
Bank Name: Savings Acct. # Checking Acct. #

Co-Applicant Employer: Phone #: ( )

Position: Supervisor:
Date From: to Gross Income: \$ per week[] month[] yr[] Other Income:
Bank Name: Savings Acct. # Checking Acct. #

Previous Employer: Phone #: ( )
(If employed for less than 12 mos. with current employer)

Position: Supervisor:
Date From: to Gross Income: \$ per week[] month[] yr[] Other Income:





**TRINITY Realty**  
Real Estate  
Property Management

**Co-Applicant Previous Employer:** \_\_\_\_\_ **Phone #:** ( ) \_\_\_\_\_  
*(If employed for less than 12 mos. with current employer)*

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Date From: \_\_\_\_\_ to \_\_\_\_\_ Gross Income: \$ \_\_\_\_\_ per week[ ] month[ ] yr[ ] Other Income:

**Others who will occupy premises (names):** \_\_\_\_\_ **Pets? Yes or No**

Auto Make & Model \_\_\_\_\_ Yr \_\_\_\_\_ Tag # \_\_\_\_\_

Auto Make & Model \_\_\_\_\_ Yr \_\_\_\_\_ Tag # \_\_\_\_\_

Other Vehicles? Yes or No (if yes, please indicate make, yr & tag)

**ADDITIONAL CONTACT INFORMATION**

Applicant email address: Personal \_\_\_\_\_ Work \_\_\_\_\_

Applicant cell phone #: \_\_\_\_\_

Co-Applicant email address: Personal \_\_\_\_\_ Work \_\_\_\_\_

Co-Applicant cell phone #: \_\_\_\_\_

***If I rent the unit, I understand my rental history including lease violations and information I provide on this application may be reported to and maintained by National Tenant Network for up to 7 (seven) years after I vacate the premises.***

**TERMS:** APPLICANT CERTIFIES THAT ALL INFORMATION GIVEN TO EVALUATE THIS APPLICATION TO RENT / LEASE IS CORRECT AND COMPLETE. APPLICANT AUTHORIZES ALL INQUIRIES BY RENTAL OWNER OR OWNER'S AGENT OR NATIONAL TENANT NETWORK DEEMED NECESSARY TO EVALUATE THIS APPLICATION. APPLICANT FURTHER UNDERSTANDS THAT ANY FALSE , INACCURATE, OR INCOMPLETE INFORMATION IS GROUNDS FOR IMMEDIATE REJECTION. APPLICANT SPECIFICALLY AUTHORIZES AND REQUESTS ALL PRESENT AND PREVIOUS EMPLOYERS, MORTGAGE HOLDERS, LANDLORDS, RENTAL AGENTS, CREDIT GRANTORS, BANKS, ACCOUNTANTS, STOCK BROKERS, AND ANY GOVERNMENT AGENCY TO RELEASE ANY REQUESTED INFORMATION IN THE EVALUATION OF THIS APPLICATION.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

