

# TRIDENT PROPERTY MANAGEMENT - RENTAL APPLICATION

1110 Civic Center Blvd., Suite 102 ~ Yuba City, CA 95993 ~ Phone (530) 751-7040 Fax (530) 751-7035

PROPERTY				FOR OFFICE USE ONLY			
REVIEWED BY		PHOTO ID TYPE:	<input type="checkbox"/> Approved _____	<input type="checkbox"/> Needs Cosigner	<input type="checkbox"/> Increased Deposit \$ _____		
DATE		ALT. ID TYPE:	<input type="checkbox"/> Denied _____	<input type="checkbox"/> Rental Rate \$ _____	Unit Applied For _____		
PRE-APPROVAL REQUEST <input type="checkbox"/>			Move-In Date _____	<input type="checkbox"/> Did Not Move-In	Receipt # _____		
APPLICANT NAME - LAST			APPLICANT NAME - FIRST AND MIDDLE INITIAL		JR <input type="checkbox"/> SR <input type="checkbox"/>	CELL PHONE	
OTHER NAME(S) USED IN LAST 10 YEARS		EMAIL ADDRESS		HOW DID YOU HEAR ABOUT THIS RENTAL?			I AM / AM NOT A MEMBER OF THE ARMED FORCES
DATE OF BIRTH	SOCIAL SECURITY NO. OR ITIN	DRIVER'S LICENSE NO. (if any)	STATE	EXP. DATE	HOME PHONE		BUS. PHONE
CURRENT ADDRESS		CITY	STATE	ZIP	SINCE	MONTHLY RENT \$	
CURRENT LANDLORD'S NAME		ADDRESS-STREET			CITY	STATE	ZIP
PHONE ( )	REASON FOR LEAVING			THIRTY DAY NOTICE GIVEN- YES NO <input type="checkbox"/> <input type="checkbox"/>			
PREVIOUS ADDRESS-STREET (IF CURRENT ADDRESS LESS THAN 2 YEARS)		CITY	STATE	ZIP	FROM/TO /	MONTHLY RENT \$	
PREVIOUS LANDLORD'S NAME		ADDRESS-STREET			CITY	STATE	ZIP
PHONE	REASON FOR LEAVING			THIRTY DAY NOTICE GIVEN- YES NO <input type="checkbox"/> <input type="checkbox"/>			
CURRENT EMPLOYER OR SOURCE OF INCOME		ADDRESS-STREET			CITY	STATE	ZIP
POSITION	PHONE	FROM/TO	GROSS MONTHLY SALARY \$	OTHER INCOME SOURCE		AMOUNT \$	
PRIOR EMPLOYER OR PRIOR SOURCE OF INCOME (if less than 2 years with current source of income)		ADDRESS-STREET			CITY	STATE	ZIP
POSITION	PHONE	FROM/TO	GROSS MONTHLY SALARY \$	OTHER INCOME SOURCE		AMOUNT \$	
BANK	BRANCH		CHECKING ACCT NO.		SAVINGS ACCT. NO.		
CREDIT REFERENCE		ACCOUNT NUMBER			AMOUNT OWING \$	MONTHLY PAYMENT \$	
CREDIT REFERENCE		ACCOUNT NUMBER			AMOUNT OWING \$	MONTHLY PAYMENT \$	
AUTO-MAKE	MODEL		YEAR	COLOR	LICENSE PLATE	STATE	
AUTO-MAKE	MODEL		YEAR	COLOR	LICENSE PLATE	STATE	
NEAREST RELATIVE	RELATIONSHIP	ADDRESS-STREET		CITY	STATE	PHONE ( )	
PERSONAL REFERENCE		ADDRESS-STREET		CITY	STATE	PHONE ( )	
EMERGENCY CONTACT		ADDRESS-STREET		CITY	STATE	PHONE ( )	
NAMES OF OTHER OCCUPANTS-LAST, FIRST, MI		AGE	NAMES OF OTHER OCCUPANTS - LAST, FIRST, MI		AGE		
DO YOU HAVE ANY WATER-FILLED FURNITURE? YES NO <input type="checkbox"/> <input type="checkbox"/>		IF YES, DESCRIBE:					
PETS-NAME-		TYPE	DESCRIPTION (AGE/COLOR/WEIGHT/ETC)				

**Have you ever been delinquent in payment of your rent or any other financial obligation, been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?  Yes  No *If yes, please attach an additional sheet explaining the circumstances.***

As part of the application process Trident Property Management will contact current and previous landlords, current employer, and conduct a credit check with the Credit Bureau. All information obtained from these sources will be used to evaluate the application. The Advance Fee charged to complete the above items is \$25.00 per person. The fee is due and payable at the time the application is submitted for processing. It will be used for verifying this rental application and is not a deposit, security deposit, or rent. It will not be applied to future rent, or refunded, even in the event this application to rent is denied. The application process shall be completed within 72 hours of submission of application and payment of the advance fee provided all information we request from your references, prior landlords, employer, credit report, etc. has been provided to us within the 72 hour time period. Should it take longer to obtain the information requested it will delay the application process. I understand I have the right to receive a copy of the credit report obtained by Trident Property Management Co., if so requested.

I certify the information on this application is true and correct to the best of my knowledge. I authorize Trident Corporation or its agents to verify the above information and obtain either a consumer or investigative credit report. I hereby certify that I am at least 18 years of age. I hereby authorize Trident Property Management Co. or its agents to answer questions regarding my rental and credit experience with them.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE : \_\_\_\_\_

**TRIDENT PROPERTY MANAGEMENT**  
1110 Civic Center Blvd., Suite 102 ~ Yuba City, CA 95993  
(530) 751-7040 / (530) 751-7035 fax

**RENTAL APPLICATION POLICY**

Dear Prospective Tenant:

Trident Property Management Company is an Agent for the Owner of the property for which you are applying to rent. As the Agent, we have an obligation to find the best qualified tenant(s) and, at the same time, treat all applicants with fairness and equality. Our goal is to rent to individuals who are responsible in paying the rent as agreed, care for their residence and/or apartment community, and see that they and their guests conduct themselves in a manner that respects other people's rights and property. In order to achieve our goal, we will only select applicants who meet the requirements as outlined in our Rental Application Policy. You are required to review and approve that policy as part of the rental process. We want to thank you for considering one of our properties as your home and if you are selected, we hope your stay will be a very pleasant experience.

**APPLICATION PROCESS**

1. **The application must be filled out completely, accurately, and legibly before it will be accepted.** (Trident personnel **will not** assist applicants in completing their application.) The applicant must provide **TWO** adequate identification. At least one identification must include a photograph of the applicant (i.e. drivers license, passport, or other photo I.D.).
2. A **NON-REFUNDABLE \$25 per person application fee** is required at the time your completed application is submitted.
3. **We will not accept an application until the applicant has physically inspected the residence**, paid the required fee in full, and has read and approved the Rental Application Policy.
4. **More than one (1) application can and will be accepted for the same residence.** The best qualified applicant will be selected (Applicants are not selected on a first-come, first-served basis). **Application fees are NOT REFUNDABLE whether or not the application is approved.**

**REQUIREMENTS**

1. Each applicant shall have a good credit rating which will be verified through a credit reporting agency. **An adverse report such as delinquent accounts or unpaid judgements will disqualify the applicant.**
2. Applicant's employment and/or other sources of income will be verified. Duration of receipt of source of income, length of employment and/or job stability will be a factor of consideration. **A minimum of one year stable source of income is required. We require a 33.3% rent-to-income ratio** (i.e. applicant's income must equal three times the monthly rental amount). Outstanding debts and monthly obligations will also be taken into consideration. Applicant must provide current pay stubs and/or tax returns upon request.
3. **Current and prior landlords' references will be checked.** Failure to pay rent on time, to give a thirty days notice in writing prior to termination of tenancy, to protect property or to respect the rights of other residents, will disqualify the applicant. Applicant's willingness and ability to care for his current and prior residences will be confirmed.
4. Stability of residency (frequency of moves) and length of residency in the community will be a factor of consideration. **Two years of rental history is preferred.**
5. A history of violent behavior or criminal convictions for violent crimes or illegal drug activities will disqualify the applicant. **WE DO NOT TOLERATE DRUG DEALING.**
6. **Applicant must be at least 18 years of age in order to sign the rental agreement.** All occupants over 18 years of age must complete an application and sign the rental agreement.

7. If applicant partially meets the qualifying criteria and otherwise does not meet all other qualification criteria, a request for payment of an increased security deposit and/or the application of a co-signer may be required when the applicant has insufficient landlord, credit or income references. The co-signer will be subject to the same income and credit screening procedures as the applicant. Co-Signers are subject to management approval and will not be considered if applicant has an unsatisfactory credit rating.

8. **A Rental Application May Be Denied for Any or All of the Following Reasons:**

- a. **Unsigned or incomplete application.**
- b. **Any false information on application.**
- c. **Rent exceeds 33.3% of gross income.**
- d. **Inadequate identification.**
- e. **Credit Bureau reports any of the following:**
  - 1. **Collections (paid or unpaid)**
  - 2. **Unsatisfied Judgement**
  - 3. **Unsatisfied Liens.**
  - 4. **Bankruptcy filed less than one year ago**
  - 5. **Multiple 90 day late credit lines.**
  - 6. **Paid or unpaid judgements, liens or collections from previous landlords.**
- f. **Any current disputes with landlords, prior evictions or unfavorable rental reference, unlawful detainer action in which applicant was named as a defendant**
- g. **Violation of a current or previous rental agreement.**
- h. **Unstable income history.**
- i. **Unable to verify employment and/or income.**
- j. **Abusive attitude or disruptive behavior by applicant, their children, or guests.**
- k. **Applicant exceeds occupancy limits as follows:**
  - 1. **One bedroom: no more than 3 people**
  - 2. **Two bedroom: no more than 5 people**
  - 3. **Three bedroom: no more than 7 people**
  - 4. **Four bedroom: no more than 9 people**

\_\_\_\_\_ **Initial**

**ADDITIONAL INFORMATION:**

- 1. AFDC and SSI are accepted as income for qualifying purposes, with proper verification. Rent cannot exceed 33.3% of the verified amount of income.
- 2. If Child Support, Alimony, Grants, and some forms of revenue can be verified, and they are going to be received for a specific period of time not less than the intended term of tenancy, they may be combined with other acceptable sources of income to assist an applicant in meeting the rent to income ratio for qualifying purposes.
- 3. In the event that an unsatisfactory rating is received from the Credit Bureau in relation to your application, you may submit a letter of explanation or a consumer statement.
- 4. Section 8 Housing Assistance is only available for certain properties and is subject to change at any time. Lessee must income qualify based upon the lessee's portion of the rent.
- 5. Landlord does not discriminate against applicants or tenants because of race, color, national origin, ancestry, religion, familial status, marital status, sex, sexual preference, age, disability or source of income.

**All lease/rental documents must be signed by all applicants in the presence of management representative.**

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

**EMPLOYMENT VERIFICATION FORM**

Please mark the appropriate box:  **CURRENT EMPLOYER**  **PRIOR EMPLOYER**

**\*\*\*TO BE COMPLETED BY APPLICANT\*\*\***

Date: _____	From: <u>Trident Property Management Company</u>
Company Name: _____	<u>1110 Civic Center Blvd. Suite 102</u>
Attention: _____	<u>Yuba City, CA 95993</u>
Phone: _____	<u>Phone # (530) 751-7040</u>
Fax #: _____	<u>Fax # (530) 751-7035</u>
Re: Applicant: _____	
Social Security # _____	Property Location: _____
Date of Birth: _____	

I have applied for rental housing with the above referenced company and have stated that I am now or was formerly employed by you. I hereby authorize the release of the information requested in this letter to the above named person and/or company. Your prompt reply will help facilitate my application for housing.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**\*\*\*TO BE COMPLETED BY CURRENT/PRIOR EMPLOYER\*\*\***

The above named applicant has applied with us for rental housing. The following information is required in order for us to give property consideration to his/her application. The confidentiality of the information you furnish will be preserved except where disclosure is required by law. Enclosed is a self-addressed, stamped envelope for your convenience. Your prompt response is most appreciated. Thank you for your attention to this request.

**TO BE COMPLETED BY EMPLOYER:**

1. Applicant's dates of employment: From \_\_\_\_\_ to \_\_\_\_\_
2. Present or last position: \_\_\_\_\_
3. Probability of continued employment: \_\_\_\_\_
4. Rate of pay \$ \_\_\_\_\_ per #Hour # Week # Month
5. Average Monthly Overtime, Commissions, Bonuses, or Tips: \$ \_\_\_\_\_
6. Average Monthly paycheck: Gross \$ \_\_\_\_\_ Net \$ \_\_\_\_\_
7. Year-to-date earnings: \$ \_\_\_\_\_ Prior year's earnings: \$ \_\_\_\_\_
8. If no longer employed, the reason for leaving: \_\_\_\_\_

Any additional comments, which would aid in the evaluation of this person's application for rental?  
\_\_\_\_\_  
\_\_\_\_\_

_____ NAME	_____ SIGNATURE
_____ TITLE	_____ DATE

**FOR OFFICE USE ONLY:**

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# EMPLOYMENT VERIFICATION FORM

Please mark the appropriate box:  **CURRENT EMPLOYER**  **PRIOR EMPLOYER**

**\*\*\*TO BE COMPLETED BY APPLICANT\*\*\***

<b>Date:</b> _____	<b>From:</b> <u>Trident Property Management Company</u>
<b>Company Name:</b> _____	<u>1110 Civic Center Blvd. Suite 102</u>
<b>Attention:</b> _____	<u>Yuba City, CA 95993</u>
<b>Phone:</b> _____	<u>Phone # (530) 751-7040</u>
<b>Fax #:</b> _____	<u>Fax # (530) 751-7035</u>
<b>Re: Applicant:</b> _____	
<b>Social Security #</b> _____	<b>Property Location:</b> _____
<b>Date of Birth:</b> _____	

I have applied for rental housing with the above referenced company and have stated that I am now or was formerly employed by you. I hereby authorize the release of the information requested in this letter to the above named person and/or company. Your prompt reply will help facilitate my application for housing.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**\*\*\*TO BE COMPLETED BY CURRENT/PRIOR EMPLOYER\*\*\***

The above named applicant has applied with us for rental housing. The following information is required in order for us to give property consideration to his/her application. The confidentiality of the information you furnish will be preserved except where disclosure is required by law. Enclosed is a self-addressed, stamped envelope for your convenience. Your prompt response is most appreciated. Thank you for your attention to this request.

**TO BE COMPLETED BY EMPLOYER:**

1. Applicant's dates of employment: From \_\_\_\_\_ to \_\_\_\_\_
2. Present or last position: \_\_\_\_\_
3. Probability of continued employment: \_\_\_\_\_
4. Rate of pay \$ \_\_\_\_\_ per #Hour # Week # Month
5. Average Monthly Overtime, Commissions, Bonuses, or Tips: \$ \_\_\_\_\_
6. Average Monthly paycheck: Gross \$ \_\_\_\_\_ Net \$ \_\_\_\_\_
7. Year-to-date earnings: \$ \_\_\_\_\_ Prior year's earnings: \$ \_\_\_\_\_
8. If no longer employed, the reason for leaving: \_\_\_\_\_

Any additional comments, which would aid in the evaluation of this person's application for rental?  
\_\_\_\_\_  
\_\_\_\_\_

NAME	SIGNATURE
TITLE	DATE

**FOR OFFICE USE ONLY:**

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**RENTAL HISTORY VERIFICATION FORM**

Please mark appropriate box:

CURRENT LANDLORD  PRIOR LANDLORD

The Applicant named below has applied with us for rental housing. It is important that we determine the applicant's past history of meeting financial obligations, especially rent. We also need to determine whether the applicant has a record of non-financial lease violations or eviction notices. The information that we here ask you to supply will be kept confidential and used only for the purpose of evaluating the applicant's rental application. As indicated by the signature at the end of the form, the applicant has consented to the release of the information we request.

**\*\*\*TO BE COMPLETED BY APPLICANT\*\*\***

Re: Applicant _____ Address _____ Dates of Occupancy _____ Name of Apartment Manager: _____ Address: _____ Phone #: _____ Fax #: _____	From: <u>TRIDENT PROPERTY MANAGEMENT CO.</u> <u>1110 Civic Center Blvd. Ste 102, Yuba City, CA 95993</u> <u>Telephone No. (530) 751-7040</u> <u>Fax No. (530) 751-7035</u>
By my signature below, I hereby authorize the release of the information requested on this form to Trident Property Management Co. SIGNATURE OF APPLICANT _____ DATE _____	

**\*\*\*TO BE COMPLETED BY CURRENT OR PRIOR LANDLORD\*\*\***

**1. INTRODUCTORY INFORMATION**

- a) Is the applicant currently living in your community?  yes  no
- b) Are you related to the applicant?  yes  no
- c) Did the applicant (check one)  rent from you  stay as a guest?
- d) Did the applicant have a lease?  yes  no
- e) Date applicant moved in \_\_\_\_\_ Moved out \_\_\_\_\_
- f) What was the monthly rent? \$ \_\_\_\_\_

**2. RENTAL PAYMENT INFORMATION**

- a) Did the applicant have a record of paying rent promptly?  
 Always paid promptly  Usually paid promptly  Occasionally paid late  Frequently paid late
- b) If applicant paid late, how many days late? \_\_\_\_\_  
How often? \_\_\_\_\_
- c) Did you ever begin eviction proceedings against the applicant for nonpayment?  yes  no
- d) Does the applicant still owe you money?  yes  no  
If yes, how much? \_\_\_\_\_

**3. TREATMENT OF APARTMENT AND COMMON AREAS**

- a) Did the applicant keep the apartment clean?  yes  no
- b) Did the applicant or applicant's family or guests damage the apartment beyond ordinary wear and tear?  
 yes  no If yes, describe. \_\_\_\_\_
- c) Did the applicant or applicant's family or guests ever damage or vandalize any common area?  
 yes  no If yes, describe. \_\_\_\_\_
- d) Did the applicant pay for the damage?  yes  no
- e) Did the applicant have living or housekeeping habits that could adversely affect the welfare, health, or safety of other residents?  
 yes  no If so, describe. \_\_\_\_\_
- f) Did you keep any of the applicant's security deposit?  yes  no  
If yes, how much did you keep and why? \_\_\_\_\_

**4. GENERAL QUESTIONS**

- a) Did the applicant ever threaten the health or safety of other residents or employees, become violent, or engage in criminal or drug-related activities?  yes  no  
If yes, describe. \_\_\_\_\_
- b) Did the applicant ever create any noise disturbances or disruptions?  yes  no
- c) Did the applicant ever have anyone other than those named on the lease living in the apartment?  yes  no
- d) Did the applicant ever have any pets in the apartment?  yes  no  
If so, were they authorized?  yes  no
- e) Did the applicant ever give you false information?  yes  no
- f) Did you ever give the applicant a lease termination notice?  yes  no  
If yes, why? \_\_\_\_\_
- g) Did the applicant give you proper notice before moving?  yes  no
- h) What was the applicant's reason for moving? \_\_\_\_\_
- i) Would you rent to this applicant again?  yes  no  
Why or why not? \_\_\_\_\_

**INFORMATION PROVIDED BY**

Name (please print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_