



Application Instructions

1. Print the application
2. Complete the application fully – remember to sign and date!
3. Return the application(s) to the office with the following documentation:
 - a. Copy of driver's license or other government issued ID
 - b. Two most recent paycheck stubs or other income verification for the most recent month – if you are beginning a new job, you may submit a copy of your employment offer letter; if retired, contact the office to discuss alternate documentation that may be acceptable.
 - c. Application fee of \$35 per adult applicant (check or cash)

Other Information

The peninsula office is located at: 530 Lytton Avenue, 2nd Floor in Palo Alto 94301.

The south bay office is located at: 1999 E. Bascom Avenue, 7th Floor in Campbell 95008.

You may call 650-813-1413 to arrange an appointment to submit your application in person or you may stop by either office between 9am and 5pm on business days (M-F) and deliver your application. Please place your application and documents in a sealed envelope if you plan to deliver your application.

A complete application with required documentation is required from all proposed residents 18 years of age or older.

Application turn-around time is usually between 4 and 24 business hours.

We run credit checks, eviction checks, criminal database and terrorism database searches and verify all rental references for all applicants. When you sign and submit your application, you are granting us permission to verify ALL information on your application and run all the databases.

Income requirements vary by property and are set by individual property owners. Typically, the requirement is a GROSS monthly income of between 2.5 and 3.5 times of the rental amount. Credit score requirements also vary by property and are set by individual property owners.

You may also complete your application and submit your documents electronically at:

www.RentApplication.net/TPS \$39.95 credit cards accepted

Thank you for your interest in renting from Triumph Property Services!



Application to Rent

(print and use black ink)

A Completed Application is Required for Each Resident 18 Years of Age or Older

Personal Information:

| | | | | | | | | | | |
|------------------------------|--|---------------------------|--|-------------|----------------|------------|-------------------|------------------------|-------------------|-----------------------|
| LAST NAME | | FIRST NAME | | MIDDLE NAME | | GENERATION | | SOCIAL SECURITY NUMBER | | |
| OTHER NAMES USED IN THE PAST | | | | | EMAIL ADDRESS | | | | | CELLULAR PHONE NUMBER |
| DATE OF BIRTH | | ID NUMBER/TYPE/EXPIRATION | | | ISSUING AGENCY | | HOME PHONE NUMBER | | WORK PHONE NUMBER | |

Pets & Liquid Filled Furniture:

| | | | | | | | |
|--------------------------------------|--|---------------|--------------|-----------|------------------------|-----------------------------------|---------------------|
| TYPE OF PET(S) | | AGE OF PET(S) | | LICENSE # | | HOW LONG HAVE YOU HAD THE PET(S)? | |
| DESCRIBE ANY LIQUID FILLED FURNITURE | | | GALLONS FULL | | DO YOU HAVE INSURANCE? | | AMOUNT OF INSURANCE |

Residence History:

| | | | | | | | |
|----------------------|--|--------------------|--|------------------|--|---------------------|--|
| CURRENT ADDRESS | | CITY | | STATE, ZIP | | REASON FOR MOVING | |
| DATE IN & DATE OUT | | OWNER/MANAGER NAME | | TELEPHONE NUMBER | | MONTHLY RENT AMOUNT | |
| PRIOR ADDRESS | | CITY | | STATE, ZIP | | REASON FOR MOVING | |
| DATE IN & DATE OUT | | OWNER/MANAGER NAME | | TELEPHONE NUMBER | | MONTHLY RENT AMOUNT | |
| SECOND PRIOR ADDRESS | | CITY | | STATE, ZIP | | REASON FOR MOVING | |
| DATE IN & DATE OUT | | OWNER/MANAGER NAME | | TELEPHONE NUMBER | | MONTHLY RENT AMOUNT | |

Proposed Residents:

| | | | | | | | | | |
|-----------|--|------------|--|-------------|--|------------|--|---------------|--|
| LAST NAME | | FIRST NAME | | MIDDLE NAME | | GENERATION | | DATE OF BIRTH | |
| LAST NAME | | FIRST NAME | | MIDDLE NAME | | GENERATION | | DATE OF BIRTH | |
| LAST NAME | | FIRST NAME | | MIDDLE NAME | | GENERATION | | DATE OF BIRTH | |
| LAST NAME | | FIRST NAME | | MIDDLE NAME | | GENERATION | | DATE OF BIRTH | |
| LAST NAME | | FIRST NAME | | MIDDLE NAME | | GENERATION | | DATE OF BIRTH | |

Employment/Income Information:

| | | | | | |
|--|--|--------------------------|--|--------------------------------|--|
| CURRENT EMPLOYER NAME/INCOME SOURCE | | CONTACT PERSON | | CONTACT TELEPHONE NUMBER | |
| ADDRESS | | WEBSITE | | GROSS (pre-tax) MONTHLY INCOME | |
| OCCUPATION | | YEARS AT THIS OCCUPATION | | FULL OR PART TIME? | |
| PRIOR/SECOND EMPLOYER NAME/INCOME SOURCE | | CONTACT PERSON | | CONTACT TELEPHONE NUMBER | |
| ADDRESS | | WEBSITE | | GROSS (pre-tax) MONTHLY INCOME | |
| OCCUPATION | | YEARS AT THIS OCCUPATION | | FULL OR PART TIME? | |

Banking Information:

| | | | | | | | |
|---------------------------------------|--|---------|--|------------------|--|----------------|--|
| NAME OF PRIMARY BANKING INSTITUTION | | ADDRESS | | TELEPHONE NUMBER | | ACCOUNT NUMBER | |
| NAME OF SECONDARY BANKING INSTITUTION | | ADDRESS | | TELEPHONE NUMBER | | ACCOUNT NUMBER | |

Motor Vehicles:

| | | | | | |
|--------------|--|-------|--|----------------------|--|
| MAKE & MODEL | | COLOR | | LICENSE PLATE NUMBER | |
| MAKE & MODEL | | COLOR | | LICENSE PLATE NUMBER | |
| MAKE & MODEL | | COLOR | | LICENSE PLATE NUMBER | |

Application to Rent, continued

Personal References:

| | | | |
|------|---------|------------------|--------------|
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |

Emergency Contact Information:

| | | | |
|------|---------|------------------|--------------|
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |
| NAME | ADDRESS | TELEPHONE NUMBER | RELATIONSHIP |

Have you ever been evicted or asked to move? _____ If yes, please explain _____

When are you planning to move? _____ Have you ever filed for bankruptcy? _____

Have you provided your current landlord with written notification of your intent to move? _____

Have you ever been convicted of drug related offenses? _____ If yes, please explain _____

If a current or former customer referred you, please provide their name(s) _____

Are you aware of any problems with your credit? _____ If yes, please explain _____

Have you recently received your credit report? _____ What is your FICO score? _____

The undersigned Applicant is applying to rent the premises located at:

Address _____ Unit # _____ City _____ State _____ Zip _____

for which the rent is \$ _____ per month. Upon approval of the Application to Rent, Applicant agrees to sign a rental or lease agreement and to pay any sums due, including any required deposits and rent, prior to receiving possession of, and occupying, the rental property. Applicant has paid a non-refundable application fee in the amount of \$35.00 upon submittal of the application itemized as follows: \$22.95 for credit check, criminal data base check, terrorism database check and credit score & eviction check and \$12.05 for processing.

By his/her signature below, Applicant declares that the information provided above is true and accurate and authorizes Triumph Property Services, or its representatives, to verify the information stated above, including, but not limited to: obtaining credit reports, verifying employment/income, performing criminal background checks, terrorism database searches and procuring residency references. Applicant also consents to allow Triumph Property Services to release and/or disclose tenancy information to credit reporting bureaus as well as prior or potential owners/managers, during or after Applicant's tenancy. Applicant hereby waives any claims and releases Triumph Property Services from any liability to any person for providing, releasing or obtaining said tenancy information in conjunction with Applicant's residency. Once submitted, the Application to Rent shall become the sole property of Triumph Property Services and shall be held in its files for such length of time as required by law. Failure to disclose information or providing false or misleading information shall result in denial of the Application to Rent.

Date

X _____
Signature

Print Name: _____

Include a copy of your photo identification when returning the application.

