



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 \$25 per adult applicant (check or cash)

Other Information

The office is located at: 3101 Middlefield Road #3 in Palo Alto.

You may call 650-813-1413 to arrange an appointment to submit your application in person or you may stop by the office at anytime and drop your application through the mail-slot. You should call 650-813-1413 to advise that you have dropped of an 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 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.

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 are welcome to call 650-813-1413 to ask any questions you may have.

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? _____

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, and procuring residency references. Applicant also consents to allow Triumph Property Services to release and/or disclose tenancy information to credit reporting bureaus, 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 will result in denial of the Application to Rent.

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

Address	Unit #	City	State	Zip
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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 \$ _____ upon submittal of the application itemized as follows: \$12.45 for credit check and score & eviction check and \$ _____ for processing.

Date

X _____
Signature
Print Name: _____

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

