



Dear Prospective Applicant,

Thank you for your interest in our properties. In order to process your application in a timely manner, we will need the following documentation. Please visit our company website at [www.trionmanagement.com](http://www.trionmanagement.com) to apply and upload all documents. You may also pay the \$100.00 application fee on-line. We appreciate your cooperation throughout this process. If you have any questions, you may contact the office at 914 964-1100.

**APPLICATION REQUIREMENTS for PROSPECTIVE TENANTS and GUARANTORS:**

- o Completed Application
- o Copy of Government issued Photo ID and Social Security Number
- o Copy of 3 of your recent pay stubs
- o Copy of your last year's tax returns and W2
- o Copy of the past 2 months checking or savings bank account statements
- o Letter from your employer indicating that you are employed, your status (FT/PT/Hourly) and rate of pay
- o Letter from your landlord stating that your rent is paid to date, and the rental amount

**Required Fees:**

\$100.00 Non-Refundable Application fee per applicant (Cash, or Money Order) payable to Trion Real Estate Management

**Funds required at Lease Signing:**

1 month rent

1 month security deposit, or as requested during the processing period

\$100.00 move in fee payable to Trion Real Estate Management, per applicant

**Deposit:**

Any deposit submitted will NOT be eligible for a refund after 3 business days and must be picked up by the tenant. Thereafter it will be forfeited and not returned. If approved, it will be applied to your rent.

Thank you for your interest in our property.

Sincerely,

\_\_\_\_\_  
Laura Puerta, M.A.  
Director of Leasing and Sales

## **Rental Criteria**

1. Gross monthly income is required to be at least 2.5 times the monthly rental rate for the apartment selected.
2. Favorable rental references.
3. At least 1 year of employment history.
4. Favorable credit history.
5. The amount of tenants residing in the unit, cannot exceed the limit of persons allowed per unit.
6. All applicants must be 18 years or older (roommates are considered applicants and must meet all criteria).
7. Each applicant 18 years and older who will be residing in the unit are required to apply and meet all criteria.
8. Application fees are non-refundable.
9. Your record needs to be free of any evictions or court proceedings, or criminal convictions.
10. Your current landlord may be required to provide information regarding your current balance, or your payment record.
11. All applications will be subject to a background check. Your signature below will act as permission for Trion Management, to conduct a thorough background check, which includes credit, criminal, sexual offender, and eviction history.

### **12. Deposit**

Any deposit submitted will NOT be refunded after 3 business days and must be picked up by the tenant. Thereafter it will be forfeited or applied to your rent if tenant wishes to rent the unit.

**I HAVE READ AND UNDERSTOOD THE CRITERIA BY WHICH MY APPLICATION WILL BE APPROVED OR DENIED:**

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

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Apartment Application

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

Apartment: \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Price: \_\_\_\_\_ Realtor: \_\_\_\_\_

Window Guards Needed: Yes / No

## Applicant's Information

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

SS# \_\_\_\_\_ DOB: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Current Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long at this address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Current Rent: \_\_\_\_\_

Present Landlord: \_\_\_\_\_

Landlord Phone # \_\_\_\_\_

Management Office Address of Landlord: \_\_\_\_\_

Reason for leaving current address: \_\_\_\_\_

## Applicant's Employment Information

Current Employer: \_\_\_\_\_

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

Employment Start Date: \_\_\_\_\_ Number of years employed: \_\_\_\_\_

Employer Telephone #: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ (Supervisor Name) \_\_\_\_\_

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

Employment Start Date: \_\_\_\_\_ Number of years employed: \_\_\_\_\_

Reason for Leaving Employer: \_\_\_\_\_ Annual Income: \_\_\_\_\_

## Co- Applicant's Information (Spouse or other)

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

SS# \_\_\_\_\_ DOB: \_\_\_\_\_ Driver's License No: \_\_\_\_\_

Current Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

How long at this address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

Present Landlord: \_\_\_\_\_ Current Rent: \_\_\_\_\_

Management Office Address of Landlord: \_\_\_\_\_

**Co- Applicant's Employment Information (Spouse or other)**

Current Employer: \_\_\_\_\_ (Supervisor Name) \_\_\_\_\_

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

Employment Start Date: \_\_\_\_\_ Number of years employed: \_\_\_\_\_

Employer Telephone #: \_\_\_\_\_ Annual Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ (Supervisor Name) \_\_\_\_\_

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

Employment Start Date: \_\_\_\_\_ Number of years employed: \_\_\_\_\_

Reason for Leaving Employer: \_\_\_\_\_ Annual Income: \_\_\_\_\_

**Other Occupants (children, if any)**

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

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

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

**PETS: (if allowed in building)** Breed: \_\_\_\_\_ Size in pounds: \_\_\_\_\_

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**Please answer all questions:**

1. Have you ever been subject to a collection action on credit accounts? YES/NO  
If yes, when? \_\_\_\_\_
2. Have you ever been evicted or asked to leave a rental property? YES/NO  
If yes, when? \_\_\_\_\_
4. Have you ever filed bankruptcy? YES/NO  
If yes, when? \_\_\_\_\_

**Terms:**

1. Applicant(s) understands that this application does not guarantee approval of apartment rental. Applicant(s) hereby grants permission to the owner to investigate the facts, including a criminal, eviction history, and credit report.

2. I agree that the statements and information set forth in this application are true, correct, and complete. I understand that Trion Real Estate Management will investigate and verify this information and that this application may be refused in the event that any information is false. I understand that my current and/or past landlord may be contacted to verify the information submitted in this application.

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

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Co-Applicant's Signature: \_\_\_\_\_

Date \_\_\_\_\_

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