



Application Process and Requirements

Thank you for your interest in one of our properties. We strive to process all applications as quickly as possible. Normal processing takes 2-4 business days depending on volume and response from references, prior landlords, etc. This is a quick list of what is required in order to process your application quickly and efficiently:

- **Fully completed application from every responsible adult over the age of 18.**
- **Copy of a driver's license or state issued ID card.**
- **Proof of income. Recent pay stubs or if self employed we will need a summary of most recent tax returns.**
- **Copy of two recent bank statements. You can hide account numbers.**
- **Photos of any pets owned.**
- **A non-refundable \$35 Check made payable to Trinity Management, Inc. for all applicants 18 or older. This fee covers the credit and processing of applications.**
- **Credit and criminal history report. Once all other required documents above are received and processed, we will send you a link to your email where you can create an account and enter your information. Upon completion, we will be sent a copy of your report.**

We will let you know if there are any additional items needed or questions we may have after reviewing your applications. Applications may be submitted via email, fax or in person to the office at our address below. Thank you for your cooperation.

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