



Application Process and Requirements

Thank you for your interest in one of our properties. Applications may be completed online at www.trinitypropertymanagement.com, requested by email or in person. Online applications will be submitted instantly once completed. Accompanying documents can be sent by email, fax or in person to the office at our address below. We will not start to process your application until all required documentation is completed. 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 processing fee. This fee covers the credit / background check and can be paid by check to Trinity Management, Inc. or by electronic payment through our website. We will need a routing and account number.
- 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 strive to process all applications as quickly as possible. Normal processing takes 1-3 business days depending on volume and response from references, prior landlords, etc. We will let you know if there are any additional items needed or questions we may have after reviewing your applications. Thank you for your cooperation.

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