

## TENANT SCREENING PROGRAM

TRIP offers a tenant screening service to landlords in the City of Troy. For a fee of \$25 per tenant applicant, we will:

- Do a credit check
- Do a local criminal background check
- Send reference letters to previous landlords

This information will enable you to decide if an applicant is a good match for your rental property. TRIP does not make any recommendations about whether a landlord should rent to any particular tenant applicant. Furthermore, TRIP assumes no liability for the accuracy of the information or for the final decision of tenancy.

### Steps to Tenant Screening Service:

1. Verify tenant applicant by photo identification.
2. Complete a Rental Application, available from TRIP and on our website at [www.triponline.org](http://www.triponline.org) and review with the applicant prior to submission to insure that all fields are completed and all adults have signed the application.
3. Submit completed application to TRIP by mail, email to [rental@triponline.org](mailto:rental@triponline.org) or bring to TRIP at 415 River Street (north of Green Island Bridge), 3<sup>rd</sup> floor, Troy NY 12180  
Hours: Monday – Friday 9 AM – 4 PM; Telephone (518) 272-8289; Fax (518) 272-1950

## RENTAL APPLICATION

Landlord/Managing Agent Name: \_\_\_\_\_  
Phone #: (    ) \_\_\_\_\_ Alternate Phone #: (    ) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Rental Property Location: \_\_\_\_\_

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### APPLICANT-HEAD OF HOUSEHOLD

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No. \_\_\_\_\_ \*A current credit report (<6 mo.) may be substituted for providing your SSN

Current Address \_\_\_\_\_ Phone # (    ) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code Email Address \_\_\_\_\_

Current Rent Amount \$ \_\_\_\_\_ Does Rent Amt. Include Utilities? [ ] Yes [ ] No

Employer Name \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code How Long? \_\_\_\_\_ Phone # (    ) \_\_\_\_\_

Gross Salary/Wages \$ \_\_\_\_\_ per hour weekly biweekly monthly

Driver's License or State Issued Photo ID# \_\_\_\_\_ Issuing State: \_\_\_\_\_

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### SPOUSE or CO-APPLICANT INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_

D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security No. \_\_\_\_\_ \*A current credit report (<6 mo.) may be substituted for providing your SSN

Current Address \_\_\_\_\_ Phone # (    ) \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code Email Address \_\_\_\_\_

Current Rent Amount \$ \_\_\_\_\_ Does Rent Amt. Include Utilities? [ ] Yes [ ] No

Employer Name \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code How Long? \_\_\_\_\_ Phone # (    ) \_\_\_\_\_

Gross Salary/Wages \$ \_\_\_\_\_ per hour weekly biweekly monthly

Driver's License or State Issued Photo ID # \_\_\_\_\_ Issuing State: \_\_\_\_\_

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**OTHERS TO RESIDE IN THE APARTMENT**

NAME	DOB	SEX	RELATIONSHIP	SOC-SEC-NO	SCHOOL
	___/___/___			- -	
	___/___/___			- -	
	___/___/___			- -	
	___/___/___			- -	
	___/___/___			- -	

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**LANDLORD INFORMATION***We require a minimum one year landlord reference.***Present Address?** \_\_\_\_\_**Date From** - **Date To**

\_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

City State Zip Code

**Present Landlord Name** \_\_\_\_\_**Phone # ( )** \_\_\_\_\_**Address** \_\_\_\_\_

City State Zip Code

**Previous Address?** \_\_\_\_\_**Date From** - **Date To**

\_\_\_\_/\_\_\_\_/\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_

City State Zip Code

**Previous Landlord Name** \_\_\_\_\_**Phone # ( )** \_\_\_\_\_**Address** \_\_\_\_\_

City State Zip Code

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**OTHER INFORMATION***\*Please answer all questions below. Do not leave any section blank.*

Is your home or apartment in good condition?

[ ] Yes

[ ] No

Why are you moving?

Have you been asked to move or been evicted from any housing?

[ ] Yes

[ ] No

If Yes, explain:

Description of pets \_\_\_\_\_

Desired moving date \_\_\_\_\_

**Contact Person for Emergency** \_\_\_\_\_ (Parent or Relative) Phone # ( ) \_\_\_\_\_

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*I certify that the information set forth here is complete and correct to the best of my knowledge. I hereby give permission to investigate my credit through services provided by TRIP, Inc. I understand that a credit report will be kept in strictest confidentiality, and that a decision for approval will not be made by the credit reporting agency nor TRIP Inc. I additionally give permission for this Landlord to obtain a criminal background check. This background check will be kept in the strictest confidence and a decision for approval will not be made by TRIP, Inc. All Landlord reference requests will be directed to the Landlord and not to TRIP, Inc. If an applicant provides a written reference, it will be verified by TRIP, Inc.*

**Signature of Applicant** \_\_\_\_\_

**Date**\_\_\_\_\_

**Signature of Co-Applicant** \_\_\_\_\_

**Date**\_\_\_\_\_

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