

## Trilogy Rental Process

Once you have decided to rent a specific property, you will be asked to submit an **application**. This involves filling out, signing and dating our application form which can be accessed at [Trilogyrents.com](http://Trilogyrents.com) under the specific property listing found in the Vacancies tab. Generally, the information needed involves employment and income, former housing references and credit worthiness. If there are multiple renters on one lease, each will be required to fill out an application form.

Once the form is complete, you will submit it online through our website. A \$50 **application fee** per applicant will be required at the time the form is submitted.

In evaluating your application, several **criteria** must be met. These are:

1. Monthly gross income of renter (or total for multiple renters) must equal or exceed 3 x monthly rent. Current employers will be contacted to verify employment & income. Self-employed renters will be required to provide tax returns to document income. If your renter's income does not meet these criteria, we will require a co-signer or a double deposit.
2. No renter can have been foreclosed on during the past 7 years.
3. No renter can have declared bankruptcy during the past 7 years.
4. The credit score for all renters must be 610 or higher.

Upon weighing these four criteria, if the resulting score is less than satisfactory, we will require a co-signer or a double deposit. In addition,

5. Housing references. Current and/or former landlords will be contacted. If applicant(s) have a history of lease term violations, outstanding balances due on former rental properties and/or damage to past rental property, the application will be denied.