



To Rental Applicants

**Re: TROJAN PALMS
Application Process**

Bear with us as we try to make this as simple as possible!

The apartment you are visiting is a brand new, never before occupied apartment. We want to provide a quick and efficient application process. Once we have a complete application and the required credit check fees we will respond to you in less than 24 hours.

In order to “check your application” we will require:

1. A complete application on our form (AAGLA Application to Rent) attached. Each adult occupant must complete one. If some areas of the application are not applicable kindly write in “N/A”.
2. If your parents are co-signing for you they must complete the Continuing Guarantee, a separate document available on the website.

Application Screening

There is a \$30.00 charge for each individual applicant. The charge can be paid with cash or money order. This charge covers our costs to run a credit check and background check. Trans-union provides the credit report, which relays information for the last seven (7) years. Please review our list of criteria. We do not discriminate on the basis of race, color, religion, sex, handicap, national origin, familial or marital status, sexual orientation, sexual identity or source of income.

We require:

- A complete application for each adult 18 or older. **Unfavorable information for any individual applicant may result in denial of all applications for that group.**
- A three year residency history—please have names, addresses and telephone numbers of previous landlords ready.
- A three year employment history—please have names, addresses and telephone numbers of previous employers ready.
- Verifiable gross monthly income that is three (3) times the amount of rent. Verifiable income may mean, but is not limited to, grants or student loans, employment, alimony/child support, trust accounts, and social security.

Roommates: combined income from all applicants must equal 3x the rent.

Full-Time Students must provide current bank statement or financial aid award letter indicating sufficient funds to pay all move-in costs plus three months rent (first month and two months deposit). If your parents are co-signing the move-in costs may be relaxed to no less than first month and a one-month deposit.

Self Employed applicants must provide a copy of their most recent tax return

Section 8 applicants must demonstrate income that is 3x their portion of the rent.

Social Security recipients must demonstrate income that is 2x the rent

Out of State Applicants, with no local employer, must provide current bank statement indicating sufficient funds to pay all move-in costs plus three months rent



- Two pieces of Identification. Choose one from each group below:

Group A:

- Passport (foreign or US)
- US Drivers License
- US State issued ID card
- USC issued and current identification

Group B:

- Recent pay stub
- Social security card
- Resident Alien, work visa, or matricula consular
- Birth certificate

- Maximum occupancy of no more than two (2) people per bedroom.
- Two (2) emergency contacts.

You may be asked to pay a higher security deposit (up to 2x the rent) for the following:

- No credit or poor credit.
- No landlord references (must be from an unbiased source; no roommate or family references).

You will be denied tenancy and will forfeit your application fee for the following:

- Incomplete or misrepresentation of any information on your application.
- Eviction judgments
- Collection judgments in the last seven (7) years.
- Bankruptcy in the last twelve months
- Negative landlord reference and/or money due to a prior landlord
- Felony record or more than 3 misdemeanor charges

If you meet the application criteria and are accepted you will have the peace of mind of knowing other renters in your complex are being screened with equal care. If you are applying for a residence without resident management staff, your application can be taken weekdays between 8:00 am and 5:00 pm. Applications completed after hours or weekends will be processed the next business day. We accept the first qualified applicant.

If your application is approved and you wish to hold the apartment for more than three (3) days, we will require a deposit; and if you do not take possession as agreed you will forfeit that deposit. All deposits and rent payments must be made in check or money order. Cash will not be accepted.

Please make all checks payable to Rampart Property Management