

# 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 # ( ) \_\_\_\_\_

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

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

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

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

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 # ( ) \_\_\_\_\_

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

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

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

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

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

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



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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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