

## Rental Requirements

### Income Requirements:

- Applicants must have a current, **verifiable gross income of three times (3) the amount of the rental rate** for the unit for which the applicant applies for.
- Applicants must provide paycheck stubs as proof of income (**2 current months**). If self-employed, applicant to provide the most current income tax returns, and supporting documentation as needed.

### Credit History:

- A credit check will be run on all applicants.
- Applicants must have good credit.
- We do not accept “reusable tenant screening reports” from a third party.

### References:

- Applicants must have good rental history and employment references.

### Additional Requirements:

- Applicants must provide valid photo identification.
- Initial funds for move-in (security/holding deposit and the first months’ rent) must be paid with a cashier’s check or money order.

### Security Deposits:

- ALL Security deposits are twice the monthly rent.

### Pet Fees:

- A \$200.00 non-refundable pet fee may apply.
- Rent may increase by \$25.00 per month for each pet.

***Please Note!*** There is a \$30.00 application fee per applicant, payable in cash/money order/cashier’s check/Venmo. **The \$30.00 fee is NON-REFUNDABLE fee.** This fee is NOT collected until you have toured the property which you are applying for.

**Each applicant 18+ years of age is required to complete their own application.**

### Return Completed Applications to:

CustomerService@CollinsPropertyManagement.net

OR

426 Sutton Way, Suite 104, Grass Valley CA 95945

*\*Please do not send proof of income, copies of your license or any additional documentation other than the application until after you have toured the property with our agent. We will request additional documentation when needed. Paper applications will have to be entered online to complete the credit check. Online applications are preferred.*

- Tenant
- Guarantor

Name of Applicant:
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## APPLICATION TO RENT

**(All sections must be completed)**

**Individual applications required from each occupant 18 years of age or older.**

<b>PART 1 – PERSONAL INFORMATION &amp; ADDRESS HISTORY</b>				
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Last Name		First Name		Middle Name	SSN or ITIN
Other names used in the last 10 yrs.			Work phone number (      )		Home phone number (      )
Date of birth		E-mail address			Mobile/Cell phone number (      )
Photo ID/Type	Number	Issuing Gov.	Exp. date	Other ID	
<b>Present address</b>		City		State	Zip
Date in	Date out	Landlord Name			Landlord phone number
Reason for moving out				Current rent \$                      /Month	
<b>Previous address</b>		City		State	Zip
Date in	Date out	Landlord Name			Landlord phone number
Reason for moving out				Rent at move-out \$                      /Month	
<b>Next previous address</b>		City		State	Zip
Date in	Date out	Landlord Name			Landlord phone number
Reason for moving out				Rent at move-out \$                      /Month	

Proposed Occupants: List all in addition to yourself	Name	Name
	Name	Name
	Name	Name



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- Tenant
- Guarantor

Name of Applicant:

**PART 2 – INCOME**

**Income from Employment** (If no income is received from employment, write N/A)

Current Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number (     )	
City, State, Zip	Name of supervisor/human resources manager	
Current gross employment income amount: \$	(check one) Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year	
Prior Employer Name	Job Title or Position	Dates of Employment
Employer address	Employer/Human Resources phone number (     )	
City, State, Zip	Name of supervisor/human resources manager	

**Income from Other Sources**

Other income source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Frequency \_\_\_\_\_

Other income source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Frequency \_\_\_\_\_

**PART 3 – ASSETS & LIABILITIES**

Name of your bank	Branch or address	Account Number	Type of Acct

**Please list ALL of your financial obligations below.**

Name of Creditor	Address	Phone Number	Monthly Pmt. Amount
		(     )	
		(     )	
		(     )	
		(     )	
		(     )	



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- Tenant
- Guarantor

Name of Applicant:

PART 4 – EMERGENCY CONTACT(S)			
In case of emergency, notify:	Address: Street, City, State, Zip	Relation	Phone
1.			
2.			

PART 5 – REFERENCES <span style="margin-left: 20px;">NOT FAMILY</span>				
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

NOT Family

Vehicles		
Automobile #1	Make:	Model:
	Year:	License #:
Automobile #2	Make:	Model:
	Year:	License #:
Other motor vehicles (list all):		

**Other Information**

Have you ever filed for bankruptcy?  No  Yes  
If yes, explain:

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Have you ever been evicted or asked to move?  No  Yes  
If yes, explain:

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Do you have pets?  No  Yes  
If yes, describe:

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Do you have a waterbed?  No  Yes  
If yes, describe:

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How did you hear about this rental?



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Additional information to be collected online.