



Rental Requirements

Income Requirements:

- Applicants must have a 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. If self-employed applicant to provide the most current income tax return, and/or additional supporting documentation.

Credit History:

- A credit check and unlawful detainer registry check will be run on all applicants.
- Applicants must have; good credit.

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:

- Security deposits are one and one half of the monthly rent for homes with no pets.
- Security deposits are two times the monthly rent for homes with pets.

Please Note! There is a \$30.00 application screening fee per applicant, payable in cash/money order/cashier's check/Venmo. The \$30.00 fee is non-refundable fee. Each applicant over 18 years of age is required to complete an application.

Return Completed Applications and Required Documentation to:

Applications@CollinsPropertyManagement.net

OR

408 Broad Street, Suite 11A, Nevada City CA 95959

☐ Tenant
☐ Guarantor

Name of Applicant:

APPLICATION TO RENT

(All sections must be completed)

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

Last Name		First Name		Middle Name		Social Security Number or ITIN		
Other names used in the last 10 years				Work phone number ()		Home phone number ()		
Date of birth		E-mail address				Mobile/Cell phone number ()		
Photo ID/Type		Number		Issuing government		Exp. date		
						Other ID		
1. Present address								
				City		State Zip		
Date in		Date out		Landlord Name		Landlord phone number		
Reason for moving out						Current rent \$ /Month		
2. Previous address								
				City		State Zip		
Date in		Date out		Landlord Name		Landlord phone number		
Reason for moving out						Rent at move-out \$ /Month		
3. Next previous address								
				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			
Do you have pets?		Describe			Do you have a waterbed?		Describe	
How did you hear about this rental?								
A. Current Employer Name				Job Title or Position		Dates of Employment		
Employer address				Employer/Human Resources phone number ()				
City, State, Zip				Name of your supervisor/human resources manager				
Current gross income				Check one				
\$				Per <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year				
B. Prior Employer Name				Job Title or Position		Dates of Employment		
Employer address				Employer/Human Resources phone number ()				
City, State, Zip				Name of your supervisor/human resources manager				
Other income source _____ Amount \$ _____ Frequency _____								
Other income source _____ Amount \$ _____ Frequency _____								



☐ Tenant
☐ Guarantor

Name of Applicant: _____

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. Amt.
		()	
		()	
		()	
		()	
		()	
		()	
		()	

In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			

Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation	Phone
1.				
2.				

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____



☐ Tenant
☐ Guarantor

Name of Applicant: _____

NOTICE REGARDING CALIFORNIA INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT

☐ Landlord does not intend to request an investigative consumer report regarding the Applicant.

Unless the box above is checked, Landlord intends to request an investigative consumer report regarding the Applicant's character, general reputation, personal characteristics, and mode of living. Under Section 1786.22 of the California Civil Code, the files maintained on you by the investigative consumer agency shall be made available to you during business hours and on reasonable notice, provided you furnish proper identification, as follows: (1) You may appear at the investigative consumer reporting agency identified below in person, (2) you may make a written request for copies to be sent by certified mail to a specified addressee, or (3) you may make a written request for a summary of the file to be provided over the telephone. The agency may charge a fee, not to exceed the actual duplication costs, if you request a copy of your file. The agency is required to have personnel available to explain your file to you, and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification. If you are accompanied by a person of your choosing, the agency may require you to furnish a written statement granting permission to the investigative consumer reporting agency to discuss your file in the other person's presence. The agency that will prepare the report(s) identified in this section is listed below:

Name of Agency

Smart Move TransUnion

Address of Agency

www.mysmartmove.com

If you would like a copy of the report(s) that is/are prepared, please check the box below:

☐ I would like to receive a copy of the report(s) that is/are prepared

If the box above is checked, Landlord agrees to send the report to Applicant within three (3) business days of the date the report is provided to Landlord. Landlord may contract with another entity to send a copy of the report.

Applicant represents that all the above statements are true and correct, authorizes verification of the above items, and agrees to furnish additional credit references upon request. Applicant authorizes Landlord to obtain reports that may include credit reports, unlawful detainer (eviction) reports, bad check searches, social security number verification, fraud warnings, previous tenant history and employment history. Applicant consents to allow Landlord to disclose tenancy information to previous or subsequent Landlords.

Landlord will require a payment of \$ 30.00, which is to be used to screen Applicant.

The amount charged is itemized as follows:

- | | |
|---|-----------------|
| 1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports | \$ _____ |
| 2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) | \$ _____ |
| 3. Total fee charged | \$ <u>30.00</u> |

The undersigned Applicant is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

Date

Applicant (signature required)

