

Rental Requirements & The Process

Income Requirements:

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

Credit History:

- A credit check and unlawful detainer registry check will be run on all applicants.
- Applicants must have good credit. We look for a minimum score of 650.
- We do not accept “reusable tenant screening reports” from a third party.

References:

- Applicants must have positive rental history and employment references.

Additional Requirements:

- Applicants must provide valid photo identification.
- A holding deposit of up to \$1000 will be required if the occupancy date is more than 7 days beyond the approval date.
- Initial funds for move-in such as security deposit, pet fees, and the first month’s rent must be paid with a cashier’s check or money order at the time of receiving occupancy. No personal checks or cash will be accepted.

Security Deposits:

- Security deposits are up to twice the monthly rent.

The Process

1. **Call OR Email** to let us know you are interested in viewing a property: 530-460-1127. Please leave a message with your name, number and property you are interested.
2. Submit a copy of your driver’s license, front and back to: info@collinspropertymanagement.net
3. Once steps 1 and 2 are completed above someone will call you to schedule a tour of the property you are interested in.
4. All applications are processed in order of receipt.

Please Note! There is a \$45.00 application screening fee per applicant. The \$45.00 fee is non-refundable fee and covers the cost of processing the application. This fee is NOT collected until you have toured the property which you are applying for and have decided to move forward.

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