

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, 2-3 current months. If self-employed, applicant to provide the most current income tax returns, 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. 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.
- 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 up to twice the monthly rent.

Please Note! There is a \$35.00 application screening fee per applicant, payable in cash/money order/cashier's check/Venmo. The \$35.00 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 an 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 documentation other than the application until **after you have toured the property with our agent. We will request additional documentation when needed.*

- 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.

PART 1 – PERSONAL INFORMATION & ADDRESS HISTORY							
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	
Present address			City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number		
Reason for moving out					Current rent \$ /Month		
Previous address			City		State	Zip	
Date in	Date out	Landlord Name			Landlord phone number		
Reason for moving out					Rent at move-out \$ /Month		
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			



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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: \$	<i>(check one)</i> 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 *NOT FAMILY*

NOT Family

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

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:

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

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

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

How did you hear about this rental?



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Additional information to be collected online.