



Important Information & What We Need from You

1. **Applications:** Completed for each individual 18 years and older occupying the apartment. Application must be complete, signed and dated. Incomplete applications will not be accepted.
 - Each applicant is required to pay the \$35 non-refundable application fee. You may pay online or in our office. We do not accept cash or credit/debit cards in person.
 - Each applicant will be required to provide verification of identity.
 - Our minimum credit score is: Chico Division is 600 and the Redding division is 550. Please see your leasing agent for property specifics.
 - Once approved, we require a Holding Deposit of 1/2 the total security deposit to hold an apartment for you. An apartment is not considered held until there is an approved application, signed holding deposit receipt, and the holding deposit has been paid.
 - We may ask for a guarantor/co-signer or 3 months of pre-paid rent when there is insufficient income, no rental history or credit history.
 - If you are applying with a government assistance voucher (i.e. HUD voucher), please indicate this in your application so our leasing agent is able to process your application according to CA state laws regarding credit and income requirements.
2. **Rental History Verification:** We ask for a minimum of two years of positive rental history. We require the name, phone number, and email for management from your previous residence.
3. **Proof of Income:** We ask for combined income of at least 3 times the amount of monthly rent due.
 - Acceptable forms of proof of income can include (but not limited to): Two months of most recent wage statements, checking/savings statement showing regular monthly deposits, retirement and dividend statements, financial-aid documentation. We can make copies for you.
 - A guarantor/co-signer must also provide proof of income with their completed application and paid application fee (\$35). A guarantor must meet 6 times the amount of monthly rent on the apartment and have a credit score of 650 or higher. We accept up to two (2) guarantors/co-signers per unit.
 - If you are applying with a government assistance voucher (i.e. HUD voucher) we require applicants to have a combine monthly income of 3 times their portion of monthly rent due.
4. **Pets:** If you have a pet you must accept and adhere to our 'Pet Policy & Agreement'.
 - We accept ONE pet, 30 pounds or less per apartment. We charge monthly pet rent of \$40.
 - Your pet must be healthy, current on vaccinations and dogs must be licensed. A Vet report form that we will provide you with must be submitted to our office, along with the completed pet policy agreement' at the time you move in.