

## FOR APPLYING ONLINE AT HIGNELLRENTALS.COM





COMPANIES



## Quick Steps for Applying Online at HignellRentals.com

## Don't worry, we get it.

Filling out an application can be overwhelming and doing it online might feel challenging. At Hignell Rentals, our goal is to make the online application process as easy and convenient as possible. Plus, you'll save gas by applying online instead of visiting multiple rental offices around the North State.

## This saves time and money!

We want to make sure that you have all of the information you need before you start filling out your applications so here is a <u>check list</u> to make the process easier. After you have all of your documents and information on hand, a <u>step by step tutorial</u> is provided for an easy online application process.

## Ready, set, GO!

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### Information you will need to have on hand:



□ Driver License Number □ Driver License State





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## \_ Housemates For over 18: Name, Email, Number (they have to submit their own application) For under 18: Name, Relationship, Date of Birth Pets \_ Pet Information, If Applicable □ Pet Type □ Weight □ Age □ Color □ Breed □ Name \_ Vehicle Information, If Applicable □ Make □ Model □ Year □ Color License Plate Number Credit Card Or Bank Account Information To Pay Application Fee (\$35) 0 (\$ \_ Proof Of Income

□ Name □ Relationship □ Phone Number □ Address





□ Monthly Salary □ Position Held □ Years Worked

\_ Emergency Contact Information

□ Supervisor Name



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#### \_ Rental Reference Verification Page

(Found on the "Forms and Downloads" page on hignellrentals.com)

#### \_ Co-Signer Information, If Applicable

(They must provide proof of their income, fill out an application, and fill out "<u>Personal Guarantee of Rent</u>" form found online)

#### \_ Digital Documentation

(Please be prepared to upload a digital copy of the following:)

□ Photo ID

□ Proof of Income (e.g. recent pay stubs, bank statements or tax returns)





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## How to Apply for Apartments Online at HignellRentals.com

Once you have all of this information on hand then you're ready to start the process online. Don't worry if you forget to find something like your social security number or address of your employer, you can always save the application and go back to where you left off.

STEP 1: Go to www.hignellrentals.com

There are multiple ways to search for the property you wish to apply for. You can start your application process on one of these three pages:

HOME RENTAL SEARCH APARTMENTS

#### If Using the HOME Page:

**STEP 2:** Search directly from the Home Page using our rental search bar. Toggle your search criteria in the drop-down menu and hit "SEARCH" on your desktop or mobile device.

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**STEP 3:** Once you find the property or apartment unit you would like to apply for, you can either click the blue "Apply Now" button on the property card OR click "View Details" to view more details on the property page and click "Apply Now" from the left sidebar.







#### 1080 EAST LASSEN AVE #40, CHICO, CA 95973 Cottage Style 1 Bed, 1 Bath

Single story units (various w/vaulted ceilings- unit does not come w/ washer/dryer.)Situated on 14 acres of beautifully landscaped grounds, Lassen Villa is located a short distance from any destination in Chico. Our garden setting provides you with a relaxed environment for all to enjoy. Lassen Villa offers different floor plans to suit your needs. Watch the videos, look at the photos, and then call or visit us for a tour of our beautiful community. In addition to outstanding amenities, Lassen Villa also has a Creating Caring Communities team that is committed to ensuring that community events happen and you feel connected to the community. To learn more visit cccteams.org

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#### OR

#### If using the RENTAL SEARCH page;

**STEP 2:** Click the "Rental Search" tab in the main navigation and browse our properties using the map feature and/or search filters. Choose your filters and hit the "Apply Filters" blue button to view your results.



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**STEP 3:** Once you find the property or apartment unit you would like to apply for, you can either click the blue "Apply Now" button on the property card OR click "View Details" to view more details on the property page and click "Apply Now" from the left sidebar.



Perfectly located and designed to overlook the breathtaking scenic views of the Sierra Nevada foothills and Sutter Buttes, Hutchinson Green at Doe Mill's new condo-like apartments are located on East 20th Street, just east of Bruce Road and nested in the quiet neighborhood of Doe Mill. All 22 units have a master bedroom with a walk-in closet, a second room with an armoire that can be used as a bedroom or office/den, and one bathroom with quartz counters and custom cabinetry. Unit sizes range from 739 to 849 sq. ft.

#### www.HignellRentals.com

1 bath

Apply Now

Contact Us

849 s

.....

2 beds



#### OR

HOME

#### If using the APARTMENTS page

RENTAL SEARCH

**STEP 2:** Looking for a specific apartment property? Click the "Apartments" tab on our home page to view all of our apartment properties. Click the image of the apartment property you wish to apply for.



WHY HIGNELL

BLOG CONTACT





1661 Forest Avenue Apartments 1661 Forest Avenue Chico, CA 95928



Almond Grove Mobile Home Park



Amanda Place Apartments 2060 Amanda Way Chico, CA 95928



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**STEP 3:** Once you select the property you want to apply for, scroll to the bottom of the page to the "Vacancies" section and click the "Apply Now" button on the specific unit you wish to apply for.

### Vacancies





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### 12

#### **START YOUR APPLICATION:**

**STEP 4:** Before you begin, please read the application overview. Once you've done that, enter your desired move-in date, select whether you are applying as a tenant or as a co-signer/guarantor, and click "**Get Started**" at the bottom of the page.

The Hignell Companies (530) 241-3500 Ext. 513	COMPANIES
Before you begin: Please be prepared to pay the NON-REFUNDABLE application fee as outlined in the property listing. In addition to this rental application, you will also be required to provide a copy of a valid form of identification and proof of income. To complete this rental application, you must be prepared to provide residential history as well as contact information for your rental references. You will also be asked to provide information on your monthly income, and please note that the combined gross income is at least three (3) times the monthly rent amount. Acceptable forms of proof of income are: • Two months of most recent wage statements • W-2 statement	<ul> <li>Before you begin</li> <li>Your contact info</li> <li>Where you've lived</li> <li>Your housemates</li> <li>Personal informatic</li> <li>Your income</li> <li>Questions</li> <li>Attach documents</li> <li>Pay application fee</li> <li>Review and confirm</li> </ul>
• prepared tax statement • checking/savings statement • retirement and dividend statements, etc • or financial-aid documentation	Norton SECURED powerd by Agent
We may ask for a Guarantor &/or an additional security deposit when there is; • insufficient income • no rental history or credit history A Guarantor must provide proof of income with their completed application and sign a "Personal Guarantee of Rent", Generally, a Guarantor must meet minimum income standards and be in good credit standing.	
A minimum credit score will be required for all applications. The current minimum credit scores are as follows; Chico Division is 600 and Redding Division is 550. Please check with your leasing agent for more information.	
Applicants must not have had a bankruptcy within the past three years. Each resident over the age of 18 must submit a separate rental application.	
Application fee: \$35.00	
You are applying to rent: 735 Silverado Estates Chico, CA 95973	
Desired Move-in 08/01/2019	
am applying as a co-signer/guarantor for another applicant. () will	

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**STEP 5:** You will begin the application by filling out your contact information. Then click **"Continue"**. After you have finished filling in your information on each page click **"Continue"** to move to the next section. You will then finish filling in the rest of the application.

Your contact info Please let us know how we can best reach you Legal First Name * Last Name *		× / > > >	Before you begin Your contact info Where you've lived Your housemates Personal information Your income
Middle Name *			Questions Attach documents Pay application fee Review and confirm
Confirm Email Address *			
Phone Number *	Type Mobile	•	
Add Phone Number			

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**STEP 6:** You will eventually be prompted to attach your documents. The required documents include your Photo ID and Proof of Income.

Attach documents	~	Before you begin
Please upload all required documentation including:	~	Your contact info
Photo ID	~	Where you've live
Proof of income (e.g. recent pay stubs, bank statements, or tax returns)	~	Your housemates
Photo ID	~	Personal informa
	~	Your income
Drag Files Here	~	Questions
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**STEP 7:** It is now time to pay the \$35 application fee\*. You will enter your billing information along with credit card information. Click "**Save and Continue**". If you are planning to apply for more than one rental, check "**Save this payment information...**" to pay the fees with the same card and save time on your next application.

\*Note: Each rental vacancy requires a separate application and each application has a \$35 fee. For example, if you find two homes and one apartment you'd like to apply for you will need to complete a separate application for each rental. You will pay \$35 for each of the three applications for a total of \$105 in application fees.

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By checking th	is box you agree to AppFolio's Privacy Policy.	

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**STEP 8:** The last online step is to review and confirm your application. If everything is correct then submit your application.

**STEP 9:** You'll be notified by phone or email whether or not your application has been approved.



Note: We process applications on a first come, first serve basis. Only completed applications are accepted. To be considered complete, your application must include two months proof of income, two years of rental history, and a copy of your ID.





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## Once your application has been approved...

- You will be asked to sign a Holding Deposit Receipt and pay a holding deposit, equaling half of the total security deposit.
- You will receive an email invitation to activate your tenant portal as well as an email with your Holding Deposit Receipt.
- Once you activate your tenant portal the deposit payment can be made online via your tenant portal.

# Once your holding deposit has been received, you'll either:

• Get a call from the Move-In Department with your next steps.

#### OR

 Receive an email with a Welcome Letter and the Lease Agreement via your Tenant Portal and your resident manager will also reach out to schedule a move-in appointment.



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Now you get to move into your beautiful rental and start calling it home. To help you with the process, download our <u>Ultimate Moving Guide</u> filled with tools to use when making your big move!



DOWNLOAD >>

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## Hignell Rentals is your home for Northern California rentals

At Hignell Rentals, we have many tools that will help you find the right home. We offer rental resources for living in the North State such as blog articles, helpful tips, and recommended things to do.

Whether you are searching for rentals, moving in, or you've made Hignell Rentals your home, we are here to help you have the best experience living in the North State.

At Hignell Rentals we have been maintaining and renting properties in the North State since 1970. We value relationships and caring communities, honoring and encouraging one another, unwavering integrity, uncommon generosity, and growth and innovation. We strive to provide our residents with a quality living environment across the North State in Redding, Red Bluff, Chico, Oroville and surrounding areas.



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