

Quick Steps

FOR APPLYING ONLINE AT
HIGNELLRENTALS.COM



HIGNELL
COMPANIES

Quick Steps for Applying Online at HignellRentals.com

Don't worry, we get it.

Filling out an application can be a scary and difficult task, especially if you are doing it online. With the wonderful world of technology at our fingertips, it is nice to know that you don't have to visit the different rental offices around the North State because you can apply online.

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 [check list](#) to make the process easier. After you have all of your documents and information on hand, a [step by step tutorial](#) is provided for an easy online application process.

Ready, set, GO!



Information you will need to have on hand:

_ Personal information

- Name Phone Email

_ Move-in Date


_ Address information

- Current Address Current Landlord Name and Phone Number
- Previous Landlord Name and Phone Number (we require for you to provide 2 years of rental history)
- Date Moved In Date Moved Out Reason For Moving
- Monthly Rent Personal References

_ Employment Information

- Employment Status Employer Job Title Employed Since
- Monthly Income Employer Address Employer Phone
- Previous Employer Start/End Date

_ Personal Information

- Date Of Birth Social Security Number
- Driver License Number Driver License State 

Pro Tip: In order to get your application accepted, you must include at least two months proof of income, two years of rental history, and give a copy of your ID.

_ Emergency Contact Information

- Name Relationship Phone Number Address

_ 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)

_ Proof Of Income



- Current Employer Employer Name Address Employer #
 Monthly Salary Position Held Years Worked
 Supervisor Name

_ 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 “Personal Guarantee of Rent” form found online)

_ Digital Documentation

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

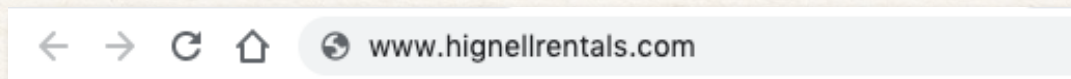
- Photo ID
- Proof of Income (e.g. recent pay stubs, bank statements or tax returns)



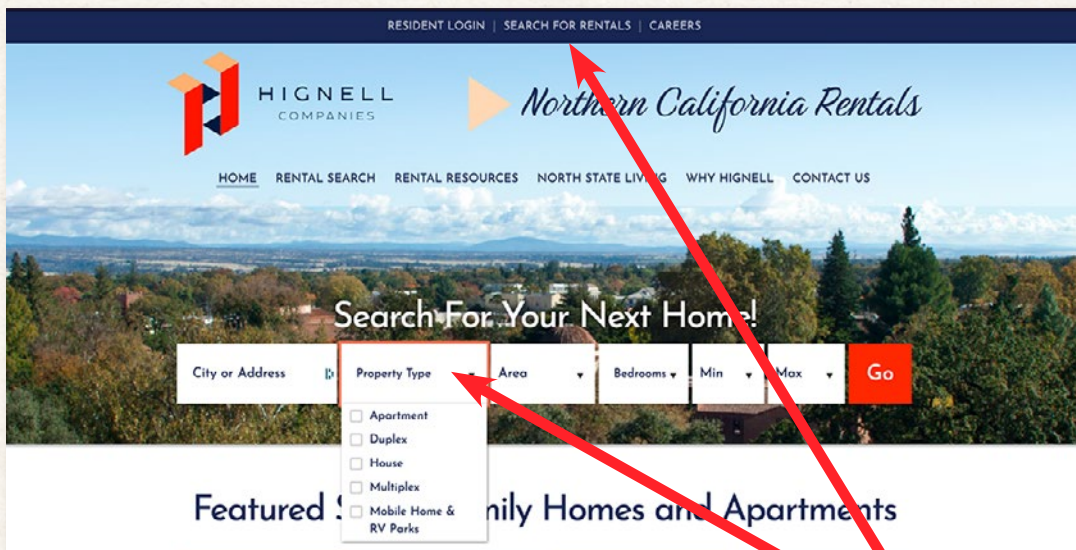
How to Apply for Apartments Online at HignellRentals.com

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



STEP 2: Click on **“Search For Rentals”** at the top or click on **“Property Type”** and make your search more specific.



Applying for an Apartment? Skip to Step 3A & 3B. Applying for another type of rental? Continue below to Step 3.

Applying for a Duplex, House or Multiplex?

STEP 3: Scroll through the vacancy list and click “**Apply**” on the rental you wish to apply for.

The screenshot shows a search results page on HignellRentals.com. At the top, there is a search bar with fields for 'City or Address', 'Property Type', 'Area', 'Bedrooms', 'Min', and 'Max', followed by a 'Go' button. Below the search bar, there are two buttons: 'SUBSCRIBE FOR NEW LISTING ALERTS' and 'VIEW THE STEPS TO APPLY ONLINE'. The page indicates 'Your search returned 67 properties' and provides options for 'LIST VIEW', 'GRID VIEW', and 'MAP VIEW'. A table of search results is displayed with columns for Address, City, Beds, Baths, Pets, Rent, Deposit, and Date Ready. Three properties are visible, each with a photo, a description, and a set of buttons for 'DETAILS', 'APPLY', and 'MAP'. Red arrows point to the 'APPLY' buttons for each of the three listed properties.

Address	City	Beds	Baths	Pets	Rent	Deposit	Date Ready
Lassen Villa 1080 E. Lassen Avenue	Chico	1 - 2	1	No	\$1,150	\$1,000	
1042 Burton Drive - C	Redding	2	2.5	No	\$1,350	\$2,700	1/2/23
110 Masonic Avenue 110 Masonic Ave.	Redding	1	1	No	\$995	\$1,492	

Skip to Step 4

Applying for an Apartment?

STEP 3A: Scroll through to find the Apartment Complex you wish to apply to and click “Details” to view the current vacancies.

Your search returned 67 properties CLICK ON COLUMN HEADINGS TO SORT LIST VIEW GRID VIEW MAP VIEW

Address	City	Beds	Baths	Pets	Rent	Deposit	Date Ready	
 <p>Lassen Villa 1080 E. Lassen Avenue</p> <p>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. We recently built 56 brand new luxury smoke free apartments that are now available for rental. 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 www.cccteams.org.</p>	Chico	1 - 2	1	No	\$1,150	\$1,000		DETAILS APPLY MAP
 <p>1042 Burton Drive - C</p> <p>Built right in the heart of one of Redding's best shopping and dining areas, this beautiful townhouse is just moments away from businesses like, Best Buy, The Mt. Shasta Mall, The Olive Garden, Winco, Kohl's, Cinemark 14 and much much more. The home features an included refrigerator, laundry hook-ups, an attached garage, a back yard, central HVAC, a gas range, a full bathroom attached to each bedroom upstairs, a walk-in closet, a half bath downstairs, as well as many other amenities. Apply now! Homes in this area go quickly. Renters insurance and a credit score of 650 or higher is required. Photos are of a similar unit.</p>	Redding	2	2.5	No	\$1,350	\$2,700	1/2/23	DETAILS APPLY MAP
 <p>110 Masonic Avenue 110 Masonic Ave.</p> <p>Holiday move in special! \$200 off first month's rent!!! This 6 unit apartment building off Lake Blvd. with on-site laundry and paid water and garbage service is near several stores, restaurants, Interstate 5 access and is just minutes from Shasta Lake.</p>	Redding	1	1	No	\$995	\$1,492		DETAILS APPLY MAP
 <p>1125 Sheridan Ave. #64</p>	Chico	2	1.5	Cats	\$1,400	\$2,800	Now	DETAILS



STEP 3B: Scroll towards the bottom of the page until you hit “**Vacancies**” then click “**Apply Now**” on the apartment unit you wish to apply for.

2 Bed / 1 Bath

Vacancies

SORT BY Most Recent SHOW MAP FILTER

All available listings

	RENT	SQUARE FEET	BED / BATH	AVAILABLE
	\$1,340	929	2 bd / 1 ba	8/27/19
NEW LUXURY APARTMENTS 1080 E. Lassen Avenue - 130, Chico, CA 95973 Map Beautiful, luxury apartment homes nestled in a peaceful, park-like setting in North Chico! Amenities: Smoke Free Environment, Scenic Views, Knowledgeable On-Site Maintenance, Caring On-Site Resident Manager, Caring Commu... Pet Policy: Cats not allowed, Dogs not allowed				
View Details Apply Now				
	\$1,375	999	2 bd / 2 ba	8/8/19

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.

Rental Application
The Hignell Companies
(530) 241-3500 Ext. 513

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
- prepared tax statement
- checking/savings statement
- retirement and dividend statements, etc
- or financial-aid documentation

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

I am applying as a **tenant**. (I will be living on the property.)

I am applying as a **co-signer/guarantor** for another applicant. (I will not be living on the property.)

Get Started

Before you begin

- › Your contact info
- › Where you've lived
- › Your housemates
- › Personal information
- › Your income
- › Questions
- › Attach documents
- › Pay application fee
- › Review and confirm

Norton Secured
powered by Symantec

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.

Rental Application
The Hignell Companies
☎ (530) 241-3500 Ext. 513

HIGNELL COMPANIES

Your contact info
Please let us know how we can best reach you.

Legal First Name *

Last Name *

Middle Name *

I certify I have no middle name

Email Address *

Confirm Email Address *

Phone Number * **Type**
 Mobile

How did you hear about us?

- ✓ Before you begin
- ✦ **Your contact info**
 - › Where you've lived
 - › Your housemates
 - › Personal information
 - › Your income
 - › Questions
 - › Attach documents
 - › Pay application fee
 - › Review and confirm

Norton Secured
powered by digipart

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

Attach documents

Please upload all required documentation including:

- Photo ID
- Proof of income (e.g. recent pay stubs, bank statements, or tax returns)

Photo ID

Drag Files Here
or
Choose Files to Upload

Proof of Income

Drag Files Here
or
Choose Files to Upload

Other

Drag Files Here
or
Choose Files to Upload

Continue

- ✓ Before you begin
- ✓ Your contact info
- ✓ Where you've lived
- ✓ Your housemates
- ✓ Personal information
- ✓ Your income
- ✓ Questions
- ✓ **Attach documents**
- Pay application fee
- Review and confirm



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.

The screenshot shows a web form for entering payment information. The fields include:

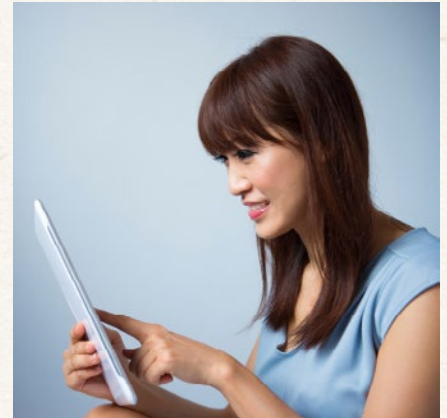
- State/Province *
- ZIP *
- Country * (set to United States)
- Credit Card Number *
- Expiration Date * (Month and Year dropdowns)
- Security Code *

Below the fields is a checkbox labeled "Save this payment information for future use with The Hignell Companies." which is highlighted with a red box. Below the checkbox is the text: "By checking this box you agree to AppFolio's [Privacy Policy](#)." At the bottom of the form is a blue button labeled "Save and Continue" with a red arrow pointing to it. Below the button is the text: "You will have an opportunity to confirm these details before submitting payment."

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.



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.



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

Free eBook



The Ultimate Moving Guide 



DOWNLOAD >>

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.

