



## Application & Move-In Checklist

### Application Process

- Holding deposit submitted (half of the security deposit) – this is the only way to reserve your place in line. --Once holding deposit is submitted all residents and all cosigners must complete the following items within 24 hours:
- Filled out & submitted all applications. All applications (including cosigner applications\*\*) must be filled out within 24 hours at [www.BlueOakChico.com](http://www.BlueOakChico.com).
- Provided proof of income (two most recent paystubs, W2 forms, financial aid award letters, social security benefits, retirement funds)\*
- Provided clear photo copies of all applicant's IDs (current driver's license or passport)\*

### Due on Move-In Day

- First month's rent and remainder of security deposit in *Cashier's Check or Money Order only*. (No cash, credit/debit card or personal checks accepted for this payment)
- New utility account numbers showing service has been transferred into your name as of the move-in date (this includes all utilities you are responsible for per your lease agreement).
- Tenant Liability Insurance is required for all residents. Blue Oak will automatically enroll tenants through our preferred insurance provider at a cost of \$12.00 per month per home unless residents provide Blue Oak Property Management with a Tenant Liability Insurance declaration page showing the following requirements: (1) a minimum of \$100,000 liability coverage, (2) the coverage must include the property address, (3) list Blue Oak Property Management as "additional interest" or "interested party" and (4) include all residents names on the policy or policies.

\*All copies of required documents can be emailed to us at [team@blueoakchico.com](mailto:team@blueoakchico.com), faxed to (530) 665-8286 or dropped off in person at 1074 East Ave Suite T, Chico, CA 95926

\*\*Cosigners may fill out the application on our website at [www.BlueOakChico.com](http://www.BlueOakChico.com). They are filling out the same application that the residents fill out but we do not necessarily need all sections from them; for instance we do not need to know their Pets, Occupants, or References details. They may input a character in these sections so that the form will be accepted. If the cosigner prefers a paper application please contact us.

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