Required Documents when Submitting an Application for Processing

1. A completed application packet, initialed on all pages and final page signed.

2. Application Processing Fee: $40.00 per adult.

3. A copy of Driver's License or state issued picture ID.

4. If Indian preference eligible or a member of your household that will be living with you is, please provide yours/their Susanville Indian Rancheria Tribal Card.

5. Proof of Income from **ALL** sources you are listing: Current Paystub, LES statement or offer letter from the new employer, Statement of Benefits from Social Security, Veteran's Affairs, and/or any state you receive benefits from. If you are submitting an offer letter from the new employer, please submit your first paystub/LES statement after starting your new position.

6. A current Credit Report - not more than thirty (30) days old with Credit Score. (Follow the prompts to set up on their website and download the full credit report file to email it or print it.)
    a. www.annualcreditreport.com;
    b. www.transunion.com/annual-credit-report;
    c. https://www.equifax.com/personal/
    d. www.experian.com
7. Current Pet License, Vaccination and Rabies Certificate for all dogs. Cats are not required to be registered by Lassen County, however, shots are required.

Unit	Rental Cost	Required Security Deposit
2 Bedroom Duplex	$830.00 per month	$830.00 due at signing lease
3 Bedroom Duplex w/garage	$970.00 per month	$970.00 due at signing lease
4 Bedroom Duplex	$1,060.00 per month	$1,060.00 due at signing lease

Daily rate for 2 bedroom is: $27.67 per day times 30 days

Daily rate for 3 bedroom w/garage is: $32.34 per day times 30 days

Daily rate for 4 bedroom is: $35.34 per day times 30 days

Pet Deposit:

$350.00 per pet is due at signing of lease. MAXIMUM OF 2 PETS. (effective 5/18/2020) Breed restrictions apply.

Propane Supplied by SIRCO Property Management: Based on Credit Verification, we require anywhere from $100.00 to $400.00 for a deposit.

Plumas Sierra Rural Electric: Supplier for electricity. They require anywhere from $100.00 to $400.00 for a deposit. Deposit will vary according to credit verification.

Herlong Public Utility: Supplier for Water. No Deposit required

Our Fax Number: (530) 302-3603

SIRCO Property Management, Inc. Location Address: 447-150 Lassen Avenue
Mailing Address: P.O. Box 312, Herlong, CA 96113

Appliances:

Stove/Oven, Furnace Heating and Hot Water Heater - Propane
Refrigerator, Outlet for Washer & Dryer - Electric

PET REQUIREMENTS & RULES

ALL PETS MUST BE PRE-APPROVED BEFORE YOU BRING THEM HOME. Prior to moving the animal in, all pets must:

1) have current vaccinations (rabies vaccination is required for both dogs and cats; an annual distemper/parvo combination is recommended for dogs, and an annual RCP combination is recommended for cats),
2) be spayed or neutered,
3) all dogs must have current licenses,
4) have and maintain Pet Insurance,
5) may NOT have more than two (2) pets in the unit
6) all dogs must be on a leash with collar or halter at all times outside the unit or fenced yard

The tenant will be responsible for providing documentation on pet requirements within 90 days after moving in and must provide additional security of $350.00 per pet **at the time the lease is signed.**

Dog licenses can be obtained at:

Animal Control Office 707 Nevada Street, Suite 4 Susanville, CA 96130	telephone (530) 257-0488 Open M-F, 8-5

Or

Animal Shelter Johnstonville Road (Next to airport) Susanville, CA 96130	telephone (530) 257-9200 Open M-F, 9-1 S&S, 9-12

You can request a dog license through the mail from the Animal Control Office. Make checks or money orders payable to Lassen County and you must provide a copy of the rabies vaccination. The fee is $5 if the dog is spayed or neutered.

LOCAL BUSINESS CONTACT INFORMATION

Plumas Sierra Rural Electric Coop &
Plumas Sierra Telecommunications
73233 State Route 70
Portola CA 96122
(530) **832-4261**
(800) 555-2207
www.psrec.coop
Pay Stations Only:
Susanville:
Margie's Book Nook
722 Main Street
Doyle:
Doyle Payless
Highway 395 & Rachel Drive

SIRCO Property Management (Propane)
447-150 Lassen Avenue
(530) 387-5088

Herlong Public Utility (Water)
447-855 Plumas Street
PO Box 115
(530) 827-3150

Frontier Communications
Phone & Internet Services
Dish Network Services
(800) 921-8101
https://frontier.com/

DigitalPath (Internet)
(800) 676-PATH (7284)
www.DigitalPath.net

DirecTV National (Satellite)
(800) 531-5000
www.DirecTv.com

US Postal Service Herlong
Yuba St. Bldg. 2067
Herlong, CA 96113
(530) 827-3074

Alhambra Water
(775) 359-2662
www.alhambrawater.com

Red Rock Spring Water
(775) 331-5908
www.redrockwater.com

Fort Sage Unified
School District
(530) 827-2129
Grades K thru 12

Long Valley Charter School, Doyle
(530) 827-2395
Grades K thru 8