

Co-Signer Application

Co-Signer (Third Party Guarantor) must clearly fill out application and submit back to Meticulous Management LLC. Applications will be processed in a timely manner and Co-Signer applicant will be notified of application status. A picture I.D. copy must be provided with your application.

(Driver's license or State issued I.D. acceptable)

Meticulous Management LLC supports Fair Housing, ADA (American Disabilities Act) and Human Resource Council. We do not discriminate against a person because of marital status, sex, race, religion, age, familial status, color, and national origin, physical or mental challenged persons.

Note: Occupancy Standard is no more than 2 people per bedroom.

Applications are accepted and approved based on the following criteria:

1. Sufficient income- Manager will evaluate your income and debt ratios. Combined income of applicant(s) is acceptable for qualifying.
2. Full time employment with a minimum of 1 year worked required.
Applicant will also need to provide 3 months past-to-current date bank statements for stable income verification.
* (Self-Employed Applicants will need to provide their last year tax return (1040/1040EZ).
3. Verifiable good credit- confirmation of credit references as well as a Credit Bureau report will be obtained. To qualify as a Co-Signer: A Co-Signer **cannot** have a history of delinquencies and/or collections.
4. Current residence history- Good standing with current landlord or Good standing with residence mortgage. It is important to provide accurate names and phone numbers to contact.

All applications require a \$20.00 non-refundable application fee, which is applicable for any of our rental units. If paying application fee by check or money order Payable to: Meticulous Management

Applications become the property of the Manager. Should the Tenant Applicant decide not to rent the rental unit once the application is screened, the applications will remain the property of the Manager.

Rental properties are approved on a first approved basis, so it is important to accurately fill out your application. We cannot guarantee a rental unit you are applying on behalf of the Tenant Applicant as a Co-Signer while your application is being processed. Incomplete or falsified applications will be denied.

First month's Rent and Security Deposits must be paid in guaranteed funds- Cashier's Check or Money Order and must be paid before Tenant(s) will be able to occupy the residence.

Manager is available to answer any questions regarding the application process, rental agreement, or other pertinent information regarding the rental application approval process. Management wants to make sure that you understand what you are reading and signing. *If not, please ask!*

Once approved as a Co-Signer (Third Party Guarantor) you will need to complete a Third Party Guaranty Agreement, prior to the approved Tenants executing their Residential Lease – Rental Agreement.

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All bank statements income verification statements must have the current date, your full legal name, and be legible to be considered.

Co-Signer applications can be returned to the Manager via applying Tenant to ensure fee is paid. If Co-Signer applications fee is paid by the prospective Tenant the Co-Signer application can emailed back directly to Manager meticulousmanage@gmail.com. Co-Signer applications cannot be processed until paid in full.

Personal Information:

Co-signing Applicant's Full Name: _____ Date of Birth: _____

Have you ever used another name(s)? **Yes No** If yes, name(s) _____

Driver's License State ID # _____ Social Security Number: _____

Current Phone number(s) _____ Email Address: _____

*Sorry No employee work or University/school email addresses accepted.

Residence History: - Current Residence

Present Address: _____ City _____ State _____ Zip _____

Move in Date: _____ Move out Date: _____ Lease Expiration Date: _____

Monthly Rental/Mortgage Amount: \$ _____ Included in monthly rental? **Power Heat Water**

Present Landlord/Mortgage Holder: _____

Telephone # :_(____) _____

Residence History: - Past Residence

Past Address: _____ City _____ State _____ Zip _____

Move in Date: _____ Move out Date: _____ Lease Expiration Date: _____

Monthly Rental/Mortgage Amount: \$ _____ Included in monthly rent? **Power Heat Water**

Past Landlord/Mortgage Holder: _____

Telephone # :_(____) _____

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Banking Information & Credit Information:

Bank: _____ Checking Account # _____

Bankruptcy? **Yes No** When? _____ Are there any judgments against you? **Yes No**

List judgments and collections: _____

List all financial obligations (including student loans, credit cards, auto, home loan, child support, insurance, family loans, etc.)

1. _____ \$ _____ /Mo 2. _____ \$ _____ /Mo

3. _____ \$ _____ /Mo 4. _____ \$ _____ /Mo

5. _____ \$ _____ /Mo 6. _____ \$ _____ /Mo

7. _____ \$ _____ /Mo 8. _____ \$ _____ /Mo

Employment Information:

Employer: _____ Hire Date: _____

Employer Phone: _ (_____) _____ Job Title/Position: _____

Monthly "take home" Income: \$ _____ Supervisor: _____

(Net Pay)

Is this job: **Full-Time Part-Time Seasonal** (circle one)

Additional Employment Information:

Employer: _____ Hire Date: _____

Employer Phone: _ (_____) _____ Job Title/Position: _____

Monthly "take home" Income: \$ _____ Supervisor: _____

(Net Pay)

Is this job: **Full-Time Part-Time Seasonal** (circle one)

Co-Signer Application

Please read acknowledgment and sign this page, complete the Co-Sign Applicant Authorization & Consent form on page 5 and double check you have your required attachments to complete your Co-Signer Application.

_____ Current Bank Statements _____ Copy of Legal Photo ID

_____ Co-Signer Application Fee _____ Income Verification Documents (if applicable)

_____ Signed off and completed Authorization (page 5)

Meticulous Management LLC

I, Applicant further understand and agree that Management will rely upon this Co-Signer Application as an inducement for entering into a rental agreement or lease of real property and I warrant that the facts, matters and information contained in this application are true, complete and correct to the best of my knowledge and belief. If any facts subsequently prove to be untrue or inaccurate in the sole discretion and determination of Management, the Manager may terminate Co-signed Tenants tenancy immediately and collect from me any damages, incurred including reasonable attorney fee's resulting there from. The Co-Signer Application and Third Party Guaranty are an integral part of the Residential Lease- Rental Agreement (lease) with Manager, I understand that I am responsible for reporting any changes in the personal information contained herein, including but not limited to change of name, phone number(s), financial and employment information.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____

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Applicant Authorization and Consent for Release of Information

This release and authorization acknowledges that Meticulous Management LLC, may now, or any time while I am a Co-Signer to the Residential Lease – Rental Agreement, conduct a verification of my current and previous residential history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Tenant’s Co-Signer requirements. The results of this verification process will be used to determine the Tenant’s eligibility under Meticulous Management LLC, Tenant/Co-Signer policies.

I authorize you or any third-party vendor and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative Meticulous Management LLC.

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former Landlords and other organizations and agencies to provide Meticulous Management LLC all information that may be requested. I hereby release all of the persons and agencies provided such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

Applicant Signature: _____ Date: _____

Applicant Printed Name: _____
(Clearly Print)

Applicants Birthdate: _____