

The Ellefson Companies

Co-Signer / Guarantor Application and Addendum

APPLICANT INFORMATION (To be filled out by Management)

Applicant Name _____ Property/Unit _____ # _____

CO-SIGNER/GUARANTOR INFORMATION

Co-Signer's Name _____ Date of Birth* ____/____/____

Email Address _____ Phone _____

Social Security # _____ *Date of birth Information-For Credit Report Access Only

Driver's License # _____ State _____

CO-SIGNER'S HOUSING HISTORY

Has Co-Signer ever been evicted from a leased Premise: NO YES If Yes, Explain: _____

PRESENT ADDRESS

Street Address _____ City _____ State _____ Zip Code _____

Occupied From _____ To _____ Monthly Rent/Mortgage Payments \$ _____

Current Landlord/Mortgage Holder Name: _____

Current Landlord/Mortgage Holder Phone Number: _____

INCOME INFORMATION – INCOME MUST BE EARNED IN VERIFIABLE, CONSISTENT AMOUNT, AND FROM A LAWFUL SOURCE

Co-Signer's Present Employer/Company Name _____

Position _____ Supervisor _____

Business Phone # _____ HR Dept Business Fax # _____

Employed Since _____ Gross Monthly Salary \$ _____

OTHER INCOME**

Other Additional Monthly Income \$ _____ ** Optional Disclosure – If not disclosed, Co-signer must gross three times the monthly rent

Source/Explain: _____

MISCELLANEOUS INFORMATION

Has Co-Signer ever filed for Bankruptcy? NO YES If yes, when? _____

Do you wish to receive a written explanation of denial of residency? Yes No (initials) _____

The undersigned warrants and represents the information on this rental application is true and correct. If application is approved on what is later found to be false information, lease may be terminated at management's option. All persons or firms named may freely give any requested information concerning applicant and hereby waive any right of action for any consequences resulting from such information. A credit check will be completed through a credit bureau. By completing this application, applicant grants management permission to confirm the above information supplied by the applicant. The Fair Credit Report requires that management discloses to applicant that an investigative consumer report including information as to applicant's character, general reputation, personal characteristics, and mode of living be made. Upon a written request made by applicant within a reasonable time after receipt of this application, a complete and accurate written disclosure of the nature and scope of investigation (if one is made) shall be provided to you.

This form acts as an addendum to lease by and between The Ellefson Companies (Lessor), and Above Stated Applicant (Lessee), for the apartment at the above stated Property #/Unit #. This guarantee extends through the entire term of the original lease, plus all additional renewal periods which lease elects. Co-Signer must notify management in writing 120 days prior to renewal if Co-Signer intends not to act as guarantor for lessee for future renewal terms.

Guarantee for:

In consideration of Landlord's agreement to this lease, the undersigned guarantees the payment of all amounts due under the lease and performance of the covenants by the Tenant.

Co-Signer's Signature _____ Date _____

This lease agreement will not become effective/offered until the application is approved by management. The Fair Housing Amendments Act of 1988 makes discrimination based on race, color, religion, handicap, family status or national origin illegal in connection with rental of most housing. The federal agency which administers compliance with this law concerning this company: Department of Housing and Urban Development, Assistant Secretary for Fair Housing and Equal Opportunity, Washington, DC 20410

Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on basis of sex or marital status. The federal agency which administers compliance with the law concerning this company: Equal Credit Opportunity, Federal Trade Commission, Washington, DC 20580



We encourage and support the nation's affirmative housing program in which there are no barriers to obtaining housing because of race, color, religion, sex, national origin, handicap, or familial status.

The Ellefson Companies LLC

Screening Criteria & Release Form

A Rental Application is required for all applicants 18 years of age & older. A state or federally issued photo ID is required for each applicant 18 years of age & older. Each applicant must meet all of the follow screening criteria for application approval. An incomplete or falsified rental application is considered grounds for automatic denial. A written request of denial will be mailed within three (3) business days after denial as indicated on the rental application.

LANDLORD HISTORY:

The previous two (2) years of housing must be verified and documented for each applicant. This includes housing for applicants who were previously living with parents/guardians. Our inability to verify past residency may be grounds for denial. **Rental history cannot be verified by a friend or relative.** Having unresolved debt to a current/previous landlord and/or noncompliance with any terms of the lease/contract and/or community policies or having been evicted or in the process of being evicted is considered automatic grounds for denial.

HOME OWNERSHIP:

Two years verifiable residency on current/previous address with at least 12 month's home ownership history. Mortgage payments will be verified using a TransUnion Consumer Credit Report.

OCCUPANCY:

Two Bedroom Units will be limited to 4 individuals with 2 adults maximum
Three Bedroom Units will be limited to 6 individuals with 3 adults maximum

INCOME RESTRICTIONS:

Gross income per apartment must be three times the amount of rent or applicant must show he or she has successfully demonstrated an ability to meet monthly rental obligations for the previous two (2) years. All sources of income will be verified. Applicants who are self-employed must submit the most recent year of Federal Tax Returns to verify annual income. If recently self-employed, applicants must submit the past two (2) years of Federal Tax Returns to verify income history/potential income. Applicants who receive monthly trust funds, pensions, child support, social security, W-2 or other aid will be required to submit written verification, such as an award letter or monthly bank statements. An applicant, who has a poor work record, has unverifiable income, or who is considered a short term employee does not meet our income requirements.

CREDIT REPORT SCREENING:

Applicants are required to provide a valid social security number. A TransUnion Consumer Credit Report will be processed on each applicant. For each applicant, a credit score above 650 is required for application approval. A credit score under 650 does not meet our credit requirements.

FALSIFICATION OF INFORMATION:

Any falsification of information listed on the application will be grounds for automatic denial.

CRIMINAL CONVICTIONS/CURRENT DRUG USE:

Background checks, including checking the sex offender registry, will be processed on all applicants. Management will deny residency at this property to anyone having a criminal conviction history that indicates a demonstrable risk to resident safety and/or property. Individualized assessment of relevant mitigating information surrounding the criminal conduct will be taken into consideration.

Such offenses may include **but are not limited to** the following:

- a. disorderly conduct involving disturbance of neighbors, or destruction of property
- b. criminal conviction for manufacturing or distribution of a controlled substance
- c. criminal conviction involving violence to persons such as murder, child abuse, sexual assault, battery, aggravated assault, assault with a deadly weapon;
- d. criminal activity involving violence to or destruction of property, such as arson, vandalism, theft, burglary, criminal trespass to a dwelling;

SIGNATURE CLAUSE:

I have read and understand the above-mentioned criteria. I authorize investigation of all statements contained in this application for residency as necessary. I agree that this signed release of information may be photocopied at the discretion of The Ellefson Companies LLC and should be considered as valid as the original. I authorize the owner, its subsidiaries, and its agents to investigate my credit worthiness through any credit bureau or other reasonable means. I further authorize investigation of my rental, employment & criminal background history.

Signature of Applicant

Date