

# Garden City Property Management

422 Madison • Missoula, MT 59802

(406) 549-6106 • FAX (406) 549-6107 <https://GardenCity.Management>

## COSIGN AGREEMENT INSTRUCTIONS AND GUIDELINES

The following is a two-page form to be completed with the **cosigner's information**. Page one is an application, which gives us vital information regarding the cosigner. It also contains a release, which by signing, authorizes Landlord to check all necessary information to verify the cosigner will qualify. Page two is the actual cosign agreement which must be notarized in order to be valid. The form should be filled out in its entirety, incomplete forms will not be processed. **There is a \$20.00 fee to process a cosign application.**

Things that **DISQUALIFY** a cosigner:

1. Income from Railroad retirement, Social Security, Disability or any source of government funds including government pension.
2. A trust fund or inheritance held in a trust in someone else's name.
3. Short term employment or lack of sufficient income.
4. Limited or Poor credit (including anyone who has filed for bankruptcy).
5. Income from public assistance.
6. Income from Veteran's benefits.
7. Income from an individual retirement account.
8. Income from child support or maintenance.
9. Someone who currently rents from Garden City Property.

A cosigner will be required should the applicant have limited or no verifiable rental history, no established credit and limited or no employment.

A cosigner **MAY** be considered for applicants with marginal credit at the discretion of Garden City Property Management.

If you have questions regarding the above listed requirements, please feel free to contact our office for explanation.

**All information being requested helps to determine whether a cosigner will qualify. Incomplete applications or agreements will not be accepted.**

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## CO-SIGNER APPLICATION

**Property Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **SS# :** \_\_\_\_\_  
(Last) (First) (Middle)

**Present Address:** \_\_\_\_\_ **Phone # :** \_\_\_\_\_

**Name of closest living relative to notify in case of emergency** (may not be living with you in unit for which you have applied):

\_\_\_\_\_  
(Name) (Address) (City / State) (Phone #) (Relationship)

**Have you ever filed a petition for bankruptcy?** Yes No **Date filed:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

**Sources of Income:** \_\_\_\_\_ **Monthly Income:** \_\_\_\_\_

**Present Employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Manager:** \_\_\_\_\_

**Salary Earned:** \_\_\_\_\_ If hourly wage, how many hours do you work each week? \_\_\_\_\_

**Length of Employment:** \_\_\_\_\_ **Is this a permanent position?** Yes No  
If this employment is temporary, how long will it continue? \_\_\_\_\_

**Checking Account** (Name of Bank): \_\_\_\_\_ **Savings Account** (Name of Bank): \_\_\_\_\_

**I DECLARE THE FOREGOING TO BE TRUE UNDER THE PENALTY OF PERJURY.** I hereby verify that I am old enough to legally sign and be fully responsible for the terms of a rental contract. I authorize Garden City Property Management to check my rental history with my previous landlords, my credit history & verify my source of income. I agree the Landlord may terminate any agreement entered into in reliance on any misstatement made above.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## Co-signer Agreement

This rider is attached to and made an integral part of the Rental Application and Rental Agreement for the following applicant(s): \_\_\_\_\_

In consideration of your lease of the Premises to the Applicant(s), I hereby guaranty, and agree to be jointly and severally liable for any or all of the Applicant(s) liability to you arising as a result of the Rental Agreement. I further expressly guaranty payment of the rent, any damaged, cleaning expenses, unpaid utilities, fees, fines, exemplary or punitive damages, costs, administrative charges, including without limitation attorney's fees, court costs, or any other liability incurred and full performance of the Rental Agreement including any extensions, renewal, modifications or amendments thereto. While agreeing to be bound by all terms and conditions of the Rental Agreement, I specifically and irrevocably waive all possessionary rights to the Premises for the entire term of the Rental Agreement, including all extensions thereto. Additionally, I agree to have Garden City Property Management, Inc. run a credit check on me for the purpose of rental verification.

The Guarantor's liability will remain in force for the terms of the Rental Agreement and subsequent agreements, unless the Tenant wishes to show his/her ability to handle his/her own tenancy, without a Guarantor. This will require the Tenant to re-submit an application and qualify independently based on the criteria listed in the Rental Application.

This guaranty constitutes a legally binding contract enforceable by law. The undersigned co-signs as unconditional Guarantor on all Rental Agreements executed by the Applicant(s).

### Guarantor's Information

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone: Home- \_\_\_\_\_ Work- \_\_\_\_\_ Other- \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Employer's Name & Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and Sworn before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

(Notarial Seal)