

Herring & Associates, Inc.
REAL ESTATE & PROPERTY MANAGEMENT

Co-signer Application

****There is a one-time non-refundable application fee of \$40.00 per applicant. No application will be processed until application fee is received. **To qualify as a co-signer you have to make four times the rent and have good credit history. Photo identification required on all applications.**

CO SIGNER NAME: _____	SPOUSE NAME _____
PHONE #: _____	SPOUSE PHONE # _____
EMAIL ADDRESS _____	SPOUSE EMAIL _____
ADDRESS _____	CITY/STATE/ZIP: _____ HOW LONG _____
DATE OF BIRTH _____	SPOUSE DATE OF BIRTH _____
SS #: _____ / _____ / _____	SPOUSE SS #: _____ / _____ / _____
PRESENT EMPLOYER: _____	SPOUSE EMPLOYER _____
PHONE# _____	PHONE # _____
HOW LONG _____	SPOUSE HOW LONG _____
TAKE HOME PAY: _____	SPOUSE TAKE HOME PAY: _____
PERSONAL REFERENCES OR NEAREST RELATIVE (Required):	
1. _____ ADDRESS: _____	PHONE: _____
2. _____ ADDRESS: _____	PHONE: _____
3. _____ ADDRESS: _____	PHONE: _____

PRINT NAMES OF ALL TENANTS YOU ARE
CO-SIGNING FOR

1. _____	2. _____	3. _____	4. _____
5. _____	6. _____	7. _____	8. _____

*****CO-SIGNER AGREEMENT*****

***This agreement is attached to and forms a part of the Rental Agreement between Herring & Associates, Inc. Owner/Agent and tenants indicated above:**

I declare that the above statements are true and correct. I hereby authorize Herring & Associates and anyone affiliated with their organization to verify any or all references, including income verification. I further authorize you to request a credit report. I have completed a Rental Application to enable the Owner/Agent to check my credit. I have no intention of occupying the dwelling referred to in the Rental Agreement above. I have read the Rental Agreement and I guarantee the Resident's financial obligation there under. I understand that I may be required to pay the Resident's rent, cleaning or damage assessments and other obligations under the rental agreement. I agree that Owner/Agent may seek recovery of amounts due directly from me whether or not Owner/Agent has sought or could seek recovery from the Resident. Owner shall notify me of any change in the rental Agreement, or modification of the rules. In the same manner Resident must be notified under law or the Agreement. **I also understand that this Co-signer Agreement will remain in force throughout the entire term of the Resident's tenancy, even if their tenancy is extended and/or changed in its terms.**

* _____
Co-signer
* _____
Co-signer
* _____
Owner/Agent

* _____
Resident
* _____
Resident

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Co-Signer Responsibilities:

Before you sign the co-signer application it is very important that you understand the terms and obligations of a co-signer. In signing this co-signer application you are agreeing to the following conditions and expectations:

- Co-signer is fully monetarily and legally responsible for all Resident's financial obligations in accordance with the lease agreement. This means that if the resident(s) should fail to pay any rent, fines, damages, ect. the co-signer will be held accountable for all balances.
- The Co-signer Agreement shall remain in force throughout the *entire* duration of tenant's residency even after the lease has expired or is on a month-to-month basis. The *only* way to be released from the contract before all residents vacate is in the event that a new co-signer is approved through our office or if the tenants reapply and are approved without the need for a co-signer.
- The Co-Signer Agreement will *not* change if a tenant vacates or another is added to the lease, regardless of relation or relationship, if any.
- The co-signer will be notified of any changes to the rental agreement, complaints or issues in regards to tenant(s), and notices of late rents or eviction.
- Herring and Associates may attempt to collect *any* unpaid balances directly from co-signer or send co-signer to collections if balances go unpaid.

Please be sure you have read these responsibilities along with the application very thoroughly. In signing the Co-signer application you are agreeing to the terms of the Co-signer Agreement.

If you have any questions about our policies, please feel free to call our office and an associate will be happy to answer any questions or concerns you may have.

Signature

Date

Signature

Date

Herring & Associates, Inc.
REAL ESTATE & PROPERTY MANAGEMENT

CO-SIGNER APPLICATION SCREENING GUIDELINES

NOTE: Incomplete or inaccurate information will result in delay or denial of application. Please fill application out completely.

In order to qualify, co-signer must have ALL of the following:

1. At least 6 months income verification (must be 4 times the rent amount.) Acceptable forms of verification are: Computer generated check stubs, bank statements, fax from employer, and verbal verification from payroll department. No other forms of verification will be accepted.
2. Good credit report.
3. Must be a Washington state resident.

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