

Touchstone

PROPERTY MANAGEMENT LLC
2850 McClelland Dr Suite 1000
Fort Collins, CO 80525
(970) 223-5000 (Phone) (970) 223-5282 (Fax)

CO-SIGNER LETTER

Dear Co-Signer/Parent/Guardian:

Your Son/Daughter ("Applicant") applied to rent a property from Touchstone LLC. The attached Co-Signer Credit Application and Guarantor forms are required to be completed by you. The applicant does not qualify for the apartment/home for one or more of the following reason(s):

- Tenant qualifier (credit reporting agency) advises.
- They do not make the necessary qualifying income.
- They do not have satisfactory or substantial rental history.
- You are listed as their source of income.
- They do not have satisfactory credit history.

Please:

1. Complete the Co-Signer Guarantor form, sign the form and have it NOTARIZED.
2. Complete the Co-Signer Credit Application form with your information.
3. Fax completed documents to Touchstone LLC: (970)-223-5282.
4. Mail the original forms to Touchstone LLC at the above address.

THE PROSPECTIVE RESIDENT(S) WILL NOT RECEIVE KEYS UNTIL ALL PAPERWORK IS COMPLETED AND APPROVED.

Some common questions we are asked regarding the Guarantor Form are:

1. **Why do I have to co-sign or guaranty the Applicant?** We require each applicant to meet certain qualifying/selection criteria in areas of rental history, income and credit. The applicant did not meet said criteria.
2. **Who else must provide a guaranty form?** Anyone who is rooming with the applicant and does not meet our qualifying criteria.
3. **Will I be notified if there are any problems with the rental property?** Yes, however it is the responsibility of the applicant to keep you informed. We will notify you if the problem becomes more serious.
4. **What are my financial responsibilities?** By signing the Co-Signer Guarantor form, you are agreeing to be financially responsible for the lease and all obligations and liabilities should Tenant(s) fail to comply. The lease states each applicant is jointly and severally liable for the lease terms, therefore, you are also jointly and severally liable for all financial obligations. In other words, you are responsible for payment of any unpaid rent, late charges and damages incurred by the tenants.
5. **Do you check my credit and verify my employment?** Yes, your credit report is reviewed and your employment is verified. You will also be expected to pay the \$20.00 fee to process the verifications.

If you have any questions, please don't hesitate to call our residential leasing department. Thank you.

Touchstone LLC



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CO-SIGNER CREDIT APPLICATION

(A non-refundable \$20.00 application fee must accompany each application made)

Applicant Name (Tenant)

Property Address

PERSONAL INFORMATION:

Parent/Co-signer Name

Phone Number(s) (w/area code)

Social Security Number

Date of Birth

Relationship to Applicant

Parent/Co-signer Name

Phone Number (w/area code)

Social Security Number

Date of Birth

Relationship to Applicant

Present Address City State Zip How Long (Dates)

Previous Address(If less than 5 years at present address) City State Zip How Long (Dates)

EMPLOYMENT/SOURCE(S) OF INCOME:

(Co-signer #1):

Employer Address Phone Number (w/area code)

Position Employment Dates/Salary Supervisor's Name

(Co-signer #2):

Employer Address Phone Number (w/area code)

Position Employment Dates/Salary Supervisor's Name

By signing, applicant(s) authorizes Touchstone LLC to contact and verify credit, present and previous employers, and all other income sources listed above.

Co-signer Applicant Signature

Date

Co-signer Applicant Signature

Date



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CO-SIGNER GUARANTOR

This Guaranty agreement is made between _____ (Landlord), and Touchstone LLC (Agent), for the premises located at _____ in Fort Collins, Colorado, and the guarantor(s) of _____ (Tenant). As Guarantor(s) we hereby agree to all the conditions and terms of the Lease Agreement, and any subsequent Lease renewal, which has been or will be signed by the lessee. We will not occupy the premises, however, in the event that it becomes necessary for the Landlord/Agent to enforce this Guaranty, we agree to be financially responsible for the terms, obligations and liabilities of the Lease, which includes (but is not limited to) payment of unpaid rents, late fees, utilities, and any damage incurred to the property. The Lease states each Tenant is jointly and severally liable for the terms of the Lease, therefore, as guarantor, you will also be jointly and severally liable.

Dated this _____ day of _____, 20__.

TOUCHSTONE LLC
Agent for the Landlord

Parent/Co-signer

Parent/Co-signer

Street address of Co-Signer

City

State

Zip

()
Home Phone

()
Work Phone

(THIS FORM MUST BE NOTARIZED)

County of _____)

ss.

State of _____)

Subscribed and sworn to before me this _____ day of _____, 20__

By _____

WITNESS MY HAND AND OFFICIAL SEAL.
My commission expires:

Notary Public