



# Construction Realty

## CO-SIGNER APPLICATION

12 Month Lease

**Instructions:** Fill out this application (one per person) and bring the following items when applying:

- Completed and Sign Application
- Non-refundable Application Fee: **\$20 cash or money order per application**
- Government-Issued Photo ID
- Income Verification (such as recent paystubs)

Property: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Monthly Rent: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Water, Sewage and Garbage: \$ \_\_\_\_\_  
(Gas, electricity, and other utilities not included)

**Full Name of Applicant:** \_\_\_\_\_

**Social Security Number** \_\_\_\_\_

**Birth Date:** \_\_\_\_\_ **Driver's License Number:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_ **Other Phone Number:** \_\_\_\_\_  Home  Work

Present Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_ Zip: \_\_\_\_\_ Length of Time: \_\_\_\_\_ On the lease? \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Landlord's Phone #: \_\_\_\_\_ Landlord's Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_ Zip: \_\_\_\_\_ Length of Time: \_\_\_\_\_ On the lease? \_\_\_\_\_  
 Landlord's Name: \_\_\_\_\_ Landlord's Phone #: \_\_\_\_\_ Landlord's Address: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Gross Monthly Income: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Number of residents to occupy apartment: *Adults* \_\_\_\_\_ *Children* \_\_\_\_\_

### Personal References

Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_

Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_

### Emergency Contact

Name \_\_\_\_\_ Address: \_\_\_\_\_ Phone \_\_\_\_\_ Relationship: \_\_\_\_\_

Applicant represents that statements made are true and accurate and hereby authorizes ConstructionRealty to verify all the above references including the obtaining of a credit and criminal report.



EQUAL HOUSING OPPORTUNITY

The information requested in this application is requested of all prospective residents and is the only criteria used by us in making our selection. We do not discriminate on the basis of race, age, color, familial status, national origin, religion, sex, marital status, source of income or disability. Failure to fill out the application completely will delay the processing of application. Any misstatement of facts is justification for rejection of this application. On the background check there are offenses in certain states that may require an additional fee.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Co-signer requirements:

- 1) Good / established credit - at least 5 lines of credit.
- 2) Landlord reference of at least 1 year or mortgage / own home.
- 3) Gross income must be 3 times the monthly rent \$ \_\_\_\_\_
- 4) Co-signer understands they will never be removed from lease agreement



## CONSTRUCTION REALTY, INC. PROSPECTIVE CO-SIGNER SIGNATURE AUTHORIZATION FOR RELEASE OF INFORMATION.

TO PROSPECTIVE COSIGNER:

I/WE HEREBY AUTHORIZE YOU TO RELEASE TO CONSTRUCTION REALTY, INC. AND/OR ITS EMPLOYEES THE INFORMATION FOR THE PURPOSE OF VERIFICATION:

- Employment History, Dates, Title, Income, Hours, etc.
- Rental History, Dates, Payments, Notice given, Lease, Deposit Refund, Violation of Lease, etc.

THIS INFORMATION IS FOR THE CONFIDENTIAL USE OF COMPILING AN APT/HOUSE RESIDENT CREDIT FILE. I FURTHER AUTHORIZE CONSTRUCTION REALTY, INC. TO DISCLOSE THIS INFORMATION TO OTHER PROPERTY OWNERS AND MANAGERS WHO REQUEST A REFERENCE FOR THE TENANT.

A PHOTOCRAPHIC OR CARBON COPY OF THIS AUTHORIZATION (BEING A VALID COPY OF THE SIGNATURE (S) OF THE UNDERSIGNED) MAY BE DEEMED TO BE THE EQUIVALENT OF THE ORIGINAL AND MAY BE USED AS A DUPLICATE ORIGINAL.

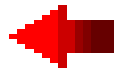
Thank You,

\_\_\_\_\_

*Name of Prospective Co-signer*

\_\_\_\_\_

*Date*



\_\_\_\_\_

*(Social Security Number)*



This information is to be used by Construction Realty, Inc. in determining whether you qualify as a prospective Co-signer. It will only be used to assess the prospective co-signer's application for references for future property owners and managers. You do not have to give us this information, but if you do not, your application for approval as a prospective co-signer may be delayed or rejected.

### CERTIFICATION OF AUTHORITY TO RECEIVE CUSTOMER INFORMATION

Construction Realty has been authorized by the prospective co-signer to receive the requested information above.

Construction Realty agrees to limit use of the information to evaluating the co-signers application and providing references.



EQUAL HOUSING  
OPPORTUNITY

\_\_\_\_\_  
*Signature of Construction Realty Employee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_

*Signature of Prospective Co-signer*

\_\_\_\_\_  
*Date*

