

# COSIGNER APPLICATION INSTRUCTIONS



**TO AVOID A DELAY IN PROCESSING YOUR COSIGNER APPLICATION & TO INCREASE YOUR CHANCES OF APPROVAL, PLEASE REVIEW THE FOLLOWING SCREENING POLICY & MAKE SURE THAT YOUR APPLICATION IS COMPLETE & INCLUDES:**

- ✓ Your signature.
- ✓ Your photo ID attached.
- ✓ A selfie of yourself holding the signed application attached OR with the application on your computer monitor. We use this photo to verify that the name on the ID matches the name on the application & that you resemble your photo on your ID.
- ✓ If you own a home & **have no mortgage**, attach a recent property tax bill or grant deed.
- ✓ Monthly income verification attached (paystubs showing year-to-date earnings or if self-employed your Schedule C or top 2 pages of your tax return).
- ✓ If your income is hard to verify or does not meet our minimum screening requirements, please provide liquidity (retirement funds, bank accounts, securities, etc.) statements. If the applicant that you are cosigning for has Financial Aid or student loans, please attach the most-recent award letter.

## TIPS:

- ✓ We do not begin processing any rental applications until a signed Offer To Rent, Holding Deposit & Screening Fees are received.
- ✓ Original documents are not required. Any additional supporting documents can either be emailed to [screening@premiumpd.com](mailto:screening@premiumpd.com) (preferred) or faxed to 510-594-3140.
- ✓ All requested supporting documents & follow up information must be submitted by 11:00 am the next business day or your application may be denied.
- ✓ Expedited turnaround of documents will increase the chances of the applicant getting selected for the apartment in the event there is competition.
- ✓ Make sure the applicant you are cosigning for is prepared to sign their lease & pay their move-in funds ASAP. **(Cosigners do NOT sign the lease.)** Typically, approved applicants who submit their completed offer & applications by Monday should expect to sign their lease & pay their move-in funds by Thursday or Friday of the same week. Failure to sign the lease & pay the move-in funds timely could result in being denied &/or forfeiture of the holding deposit.
- ✓ If you have any questions, please feel free to call or email:

Cheryl Collins Rourick  
Screening Administrator & Office Manager  
510-594-7460, [cheryl@premiumpd.com](mailto:cheryl@premiumpd.com).

She is here to help you.

## **WE THANK YOU FOR YOUR COOPERATION!**

*Pursuant to California law you have tenant screening fee rights, including the right to a copy of your consumer credit report if one is obtained with your screening fee, a refund of any unused portion of the fee & a receipt of the costs of the screening. This applies protection for the applicant for any payment, including but not limited to fees, deposit or charge. The landlord may claim fees, deposit or charge only for those amounts as are reasonably necessary for the purposes specified by the subdivision with a maximum of \$46.67, which increases each year. Any fees, deposit or charge shall be held by the landlord for the tenant who is party to the lease agreement. For more information about your rights, please visit the following link: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=civ&group=01001-02000&file=1940-1954.1>*

Premium Properties offers equal housing opportunities in accordance with local, state & federal housing laws. Applications submitted will neither be approved nor denied based on race, color, religion, ancestry, national origin, sex, sexual orientation, physical disability, mental condition, marital status or familial status.