

**Fan Apartments, Inc.**

P.O. Box 5541 Richmond, VA 23220

Office #: (804) 358-4784

Fax #: (804) 359-3385

Agent Cell #: (804) 564-9833

Email: fanapartments@aol.com

**CO-SIGNER APPLICATION**

Please Print Clearly

Property Address/Apartment #: \_\_\_\_\_  
Date Needed: \_\_\_\_\_

Name: \_\_\_\_\_ Day Phone #: \_\_\_\_\_  
Social Security No.: \_\_\_\_\_ Night Phone #: \_\_\_\_\_  
Driver's License No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long There: \_\_\_\_\_ Date moved in: \_\_\_\_\_  
Please circle: RENT or OWN Name of Rental/Mortgage Company: \_\_\_\_\_  
Monthly Rental/Mortgage Amount: \_\_\_\_\_ Phone #: \_\_\_\_\_

*If present address is less than 5 years, please complete next section:*

Previous Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How Long There: \_\_\_\_\_ Date moved in: \_\_\_\_\_ Date moved out: \_\_\_\_\_  
Please circle: RENT or OWN Name of Rental/Mortgage Company: \_\_\_\_\_  
Monthly Rental/Mortgage Amount: \_\_\_\_\_ Phone #: \_\_\_\_\_

Have you ever: Been evicted: \_\_\_\_\_ Sued for nonpayment of rent and/or mortgage payments: \_\_\_\_\_ Breached a Lease: \_\_\_\_\_  
Filed bankruptcy: \_\_\_\_\_ Been convicted of felony: \_\_\_\_\_ If so, explain \_\_\_\_\_

Are you a U.S. Citizen? YES or NO \_\_\_\_\_

Present Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Gross monthly salary: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Length of employment: \_\_\_\_\_

*If current employment is under 12 months, please complete next section:*

Previous Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Gross monthly salary: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Length of employment: \_\_\_\_\_

**GENERAL INFORMATION**

*Please initial the checklist below:*

**(APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS SECTION COMPLETED)**

- \_\_\_\_\_ 1. Co-Signer Application fee is \$25.00 per person. It is not refundable and must be presented with this Application.
- \_\_\_\_\_ 2. Earnest Deposit is equal to one month's rent and must be presented with this Application **in a separate check from the application fee.**
- \_\_\_\_\_ 3. This co-signer Application must be returned to Fan Apartments, Inc. within 24 hours of the presentation of the "Rental Application" or Fan Apartments, Inc. reserves the right to consider other Applications.
- \_\_\_\_\_ 4. If you are mailing or faxing this Application back to us, you must photocopy you driver's license or photo ID with your social security # and send the photocopy(s) with this Application.
- \_\_\_\_\_ 5. **PLEASE BE ADVISED THAT ONCE A CO-SIGNER IS APPROVED, THE GUARANTY AGREEMENT MUST BE NOTORIZED IN THE CITY OF RICHMOND,VA BEFORE APARTMENT POSSESSION IS GIVEN TO LESSEES.**

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**PLEASE READ ALL TERMS BELOW AND SIGN:**

I understand that the premises are to be used as a residence to be occupied by only the persons listed on the "Rental Application" for this property and that occupancy is subject to possession being delivered by present occupant. I will not be occupying the apartment/house, and have filled this Application out for the express propose of guaranteeing the Rental Lease for the Applicant(s) listed on the "Rental Application." I understand that this is not a Lease or an offer to rent. I understand that this Application is subject to prior Applications. An Application fee in the sum of \$25.00 and an earnest money deposit in the amount to \$\_\_\_\_\_ has been received and has been deposited with Fan Apartments, Inc. with the clear understanding that this Application, including each prospective occupant, is subject to approval and acceptance by Fan Apartments, Inc. at its sole discretion.

I hereby authorize Fan Apartments, Inc. to obtain information it deems desirable in the processing of my Application including but not limited to: credit reports, civil or criminal actions, rental history, employment/salary details, police and vehicle records, personal interviews with neighbors, friends, or others with whom I am acquainted, and any other relevant information Fan Apartments, Inc. deems necessary. This inquiry includes information as to my character, my general reputation. I hereby release Fan Apartments, Inc. and its employees from all liability for any damage whatsoever incurred in furnishing or obtaining such information. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. I also authorize the release of information contained on this Application or sought by such inquiries.

Upon approval of this Application by Fan Apartments, Inc., I agree to execute in the City of Richmond, VA a "Guaranty" of the Lease for said premises before possession is given, and within five (5) days after being notified by Fan Apartments, Inc. of approval (time being the essence). If I fail to execute said Guaranty or if I withdraw this Application, I agree that the Application fee and earnest money deposit shall be retained by Fan Apartments, Inc. as the agreed compensation for credit investigation, processing and verification of this Application, other expenses and/or loss of rent and that Fan Apartments, Inc. shall have no further obligation to me or the Applicant(s) listed on the "Rental Application." In no event is the Application fee refundable to me, except in the event that Fan Apartments, Inc. fails to deliver possession of the premises as may be required by any Lease executed between the parties. I hereby waive any claim for damages by non-acceptance of this Application, which Fan Apartments, Inc. may reject without stating reasons for so doing. It is further agreed that if any information herein is false, the Lease made on the strength of the Application may, at the option of Fan Apartments, Inc. be terminated at any time. This Application shall remain the property of Fan Apartments, Inc.

Signature of Co-signer: \_\_\_\_\_ Date: \_\_\_\_\_

**NO PERSON SHALL BE DENIED THE RIGHT TO RENT OUR PROPERTY BECAUSE OF THEIR RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, FAMILIAL STATUS, OR HANDICAP. Co-signer Application 1/26/2011**

Verification: SSN \_\_\_\_\_ DL/ID \_\_\_\_\_ CurTennancy \_\_\_\_\_ Prev \_\_\_\_\_ Credit \_\_\_\_\_ Income \_\_\_\_\_ PerRef \_\_\_\_\_ By \_\_\_\_\_