

COSIGNER AGREEMENT & CREDIT APPLICATION INSTRUCTIONS

PREMIUM PROPERTIES

6522 TELEGRAPH AVENUE
OAKLAND, CA 94609
510.594.0794 OFFICE
510.594.3140 FAX
WWW.PREMIUMPD.COM

REAL ESTATE SERVICES
INVESTMENTS • PROPERTY MANAGEMENT
LEASING • DEVELOPMENT • SALES & BROKERAGE

IN ORDER TO AVOID A DELAY IN PROCESSING YOUR APPLICATION, PLEASE MAKE SURE THAT THE APPLICATION IS COMPLETE & LEGIBLE & INCLUDES:

Signature Verification, in one of three ways:

OPTION 1: Email 2 pictures (JPG format) of (1) A valid government issued ID AND (2) yourself holding the signed application and (See Example). 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.

OPTION 2: Sign in front of a Notary Public and return the notary's acknowledgement form to us.

OPTION 3: If you are local, you may come by our office with your ID & sign the application in front of one of our staff members.



Income Verification via a recent paystub showing your year-to-date income or if Self-Employed, the top two pages of a recent federal tax return or your business' Schedule C.

If your income is hard to verify or does not meet our minimum requirements, please provide liquidity information, i.e. recent bank, brokerage and/or retirement statement.

If you own a home and only if it has no mortgage, provide a recent property tax bill or deed to prove ownership.

Tips:

- Our Screening Policy is on our website at <http://www.premiumpd.com/pdfs/screeningpolicy.pdf>. It describes how we qualify cosigners and will answer most questions.
- Original documents are not required. The completed application and supporting documents can either be faxed to 510.594.3140 or scanned and e-mailed to admin@premiumpd.com.
- Call us after the document has been sent to verify that we received it.
- All the documents must be turned in within two (2) business days or us receiving the original rental application or the applicant you are consigning for may be denied. Furthermore, expedited turnaround of documents will increase the chances of the applicant getting selected for the apartment in the event there is competition.

Feel Free To Call Us at 510.594.0794 with Any Questions

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 and 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. 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>

COSIGNER AGREEMENT & CREDIT APPLICATION

*This Form Must be Signed in Front of a Notary Public
& Must Be Accompanied by a
\$20.00 Non-Refundable Processing Fee*

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Resident(s) Cosigning For: _____
Relationship: _____
Current Property Applying For: _____ Unit #: _____

A \$20.00, nonrefundable fee must accompany each application. This fee is charged to reimburse Owner/Agent for the actual costs related to screening an applicant, which includes obtaining a credit report, unlawful detainer search, and other screening reports (Cost: \$8.95) and processing and verifying screening information (Cost: \$15). Make checks payable to Premium Properties. Premium Properties' official screening policy and selection process is available on our website and upon request. 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 and a receipt of the costs of the screening. 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>

Background Information

Name: _____ Social Security #: _____
Date of Birth: _____ Drivers License: _____ State of Registry: _____
E-mail Address: _____ Cell #: _____
Spouse: _____ Social Security #: _____
Date of Birth: _____ Drivers License: _____ State of Registry: _____
E-mail Address: _____ Cell #: _____
Children: _____ Ages: _____ Home Phone #: _____
Present Address: _____ From: ___/___ To: ___/___
City: _____ State: _____ Zip Code: _____
 Own: Lender: _____ Payment (Mo.): \$ _____
 Rent: Owner/Agent: _____ Rent (Mo.): \$ _____
Phone Number: _____

Employment Information (Please Include a Copy of a Recent Pay Stub)

Present Employer: _____ From: ___/___ To: ___/___
Address: _____ Phone #: _____
City: _____ State: _____ Zip Code: _____
Position: _____ Gross Salary (Mo.): \$ _____
Spouse's Employer: _____ From: ___/___ To: ___/___
Address: _____ Phone #: _____
City: _____ State: _____ Zip Code: _____
Position: _____ Gross Salary (Mo.): \$ _____

Other Income (Please Specify & Provide Verification)

Type: _____ Amount (Mo.): \$ _____

