

Co – Signer Application Process

- **One “GAA Application for Occupancy” application for each applicant**
- **Co-signer application (same “GAA Application for Occupancy” application) filled out with co – signer information (mandatory sections are 1,3,4, 9, 10 and sign 3rd page).**
- **GAA Co-Signor/Guaranty of Payment agreement filled out with original applicant name and the date lease begins in the top paragraph (if not present when signed, form must be notarized) and provide a monthly income at minimum 4.0 times the rental amount. WE MUST HAVE ALL ORIGINAL COPIES OF EVERYTHING.**
- **Annual income verification from co-signer (one of the following)**
 - ◆ Most recent 3 months of paycheck stubs.
 - ◆ W-2
 - ◆ Last year’s income tax return form
 - ◆ Letter from CPA on letterhead stating annual income
- **We will need the following separate checks:**
 - ◆ \$75.00 Application Fee
 - ◆ \$150.00 Form & Lease fee (Administration fee)
 - ◆ \$150.00 Security deposit
- **All of this original paperwork must be returned completed, correct and at the same time or it will not be accepted.**
- **Utilities must be transferred on the date the lease starts, not the day of actual move in, or charges will apply.**