

# GUARANTEE FORM

This form is to become attached to and made part of the lease and any renewals there to be drawn, between the following parties:

Lessor: **Town & Campus Apartments**

2010 E. Page Street, Springfield, MO 65802

Phone: (417) 866-3449 Fax: (417) 862-9536

Lessee: \_\_\_\_\_ Initial Rental Rate: \$ \_\_\_\_\_ / per month

## GUARANTOR INFORMATION

Date: \_\_\_\_\_ Driver's License # \_\_\_\_\_  
Name: \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *Residential or Rental History*

### Present Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Previous Address (If Current less than 3 years)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## *Employment and Income*

### Present Employer

\_\_\_\_\_

\_\_\_\_\_

Position \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Years Employed \_\_\_\_\_ Phone # \_\_\_\_\_

### Previous Employer (If Current less than 3 years)

\_\_\_\_\_

\_\_\_\_\_

Position \_\_\_\_\_ Monthly Salary \_\_\_\_\_ Years Employed \_\_\_\_\_ Phone # \_\_\_\_\_

**Other Sources of Income:** \_\_\_\_\_

**Bank Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

The guarantor represents that the above statements are true and complete and also authorizes a credit check and verification of rental information, employment and the references given. It is understood that the deposit paid by the applicant will be returned if the applicant is rejected. If the applicant is accepted and fails to move in, it is understood the deposit will not be refunded. False or incomplete information shall be cause for rejection of the application.

**GUARANTEE**

For value received and in consideration of Lessor making this Lease, the undersigned hereby guarantees the payment of the rent, any other charges under the lease, and the performance of the covenants thereof by Lessee. Guarantor additionally agrees to pay all cost, expenses, and attorney's fees by Lessor in enforcing this **Guarantee**.

Guarantor: \_\_\_\_\_  
*Print Name* *Sign Name*

**SUBSCRIBED AND SWORN TO BEFORE ME:**

This \_\_\_\_ day of \_\_\_\_\_ 200 \_\_\_\_

Signature if Notary Public: \_\_\_\_\_

**SEAL**

My Commission Expires: \_\_\_\_\_

- **Guarantor Driver's License Copy can be use instead of notary.**

## **REFERENCE WAIVER**

By my signature below, I authorize a credit check and grant permission to check any or all employment, income and or all personal references, and any or all rental history which I have furnished on my Guarantee Form.

\_\_\_\_\_  
**Guarantor Signature**

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

\_\_\_\_\_  
**Guarantor Signature**

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

# GUARANTOR CRITERIA SHEET

This Guarantor selection criteria will be applied to every applicant that wishes to guarantee a rental agreement at Town and Campus Apartments. Guarantee Form must be signed in the presence of the apartment manager or notarized. The management may verify landlord / mortgage history, a credit checks, and income / asset verification to determine guarantor eligibility.

1. AGE: Must be 21 years of age. No exceptions.
2. INCOME: Gross monthly income must be at least **4** times the amount of the apartments monthly rental rate.
3. EMPLOYMENT: Guarantor must be current employed by the same employer for no less than six (6) months. Should the Guarantor be recently transferred or relocated, he/she must have six (6) months prior verifiable employment.
4. RENTAL HISTORY: Minimum of six (6) months current landlord reference/ mortgage payment history, or have one (1) year current employment with the same employer. Any skips, judgments, evictions, or unpaid balances due to previous landlords will be cause for disapproval.
5. CREDIT: Credit checks will be reviewed on an individual basis and may be cause for disapproval. Guarantor must have good credit, and a credit score no less than **700**. Chapter 13 bankruptcy at time of application is grounds for disapproval and cannot be overridden.
6. SELF-EMPLOYED, RETIRED, DISABLED: If self-employed, retired or disabled, the Guarantor must provide photocopies to the property manager of tax returns for the previous year, financial statements, or photocopies of the three (3) most recent bank statements showing proof of ability to pay rent for the term of the lease.
7. FALSE OF INCOMPLETE INFORMATION: Failure to provide Town & Campus Apartments with required references or information needed to process the Guarantor Form, or willfully giving false or incomplete information during the application process will be cause for disapproval.

**Guarantor Signature :** \_\_\_\_\_

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