
Included in this document are the necessary steps to complete a lease agreement between you and CoSign My Lease while listing your applicant as the occupant. Should you have any questions, do not hesitate to ask.

The Approval

1. Screen the application(s) by using your screening process.
2. If you deny the applicant because of their credit, insufficient income, or rental history proceed to www.CoSignMyLease.com and click on the “Instant Quote” tab.
3. Select “Sublease Agreement” and complete the form.
4. Call the applicant with the CoSign My Lease option. If the applicant wants to proceed, write the lease.

The Lease

1. You will complete a lease agreement between you and CoSign My Lease with your advertised lease price, terms, **and listing the applicant as the occupant**.
2. Download the ACH Authorization Form and Occupant Addendum from the “FORMS” tab at CoSignMyLease.com, complete them, and have the occupant sign as indicated. *You may also complete these forms, send them to the occupant for signatures, and have the occupant send them to CoSign My Lease via email or fax.*
3. Send (email or fax) your lease agreement, ACH Authorization, and Occupant Addendum to CoSign My Lease for corporate signatures. If you have other documents the applicant signed, send us a copy.
4. We will send (email or fax) the signed lease back to you.

The Funds

1. We will collect all move in funds from the applicant prior to occupancy. If you are having a move in special, we will adjust the move in costs to reflect the special.
2. It is our aim to send all necessary funds to you prior to move in. If this is not possible due to time constraints, we will make arrangements for the full accountability of all move in funds.
3. The applicant must have a bank account where we can deduct the rent every month. Auto debit is the only form of rent payment we can accept.

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