



Manistee Rental Management, LLC

428 1st Street, Manistee, MI 49660

Office 231-299-1180 manisteerealestate@gmail.com

Dear Co-Signer,

Thank you for your willingness to co-sign for the applicant who wishes to rent from Manistee Rental Management! Here is what to expect next and an explanation of our process.

Our Process:

Application/Screening Fee: \$35.00

As soon as one of our team members reviews your application, within 2-3 business days during regular business hours, our office will reach out to you with a response. The screening process generally takes 10-15 business days from the day you provide us with your complete application, successful application fee payment, *and* signed Authorization for Release of Information form. However, we make no guarantee as to the time it will take to process the tenant screening portion. The time required varies based on the responsiveness of landlords, employers, references, and other business demands.

Information Needed For Co-Signer Screening

- 1. Social Security Number** is needed for the background check.
- 2. Proof of Income**
 - Current check stubs showing 4 weeks of pay
 - Benefit verification letter for Social Security Income
 - Pension or retirement benefits letter
 - Employment Offer Letter from your future employer
 - Child Support or Alimony
- 3. Driver License, or State ID, or Passport.**
- 4. Current Employment.**

If you have any questions, please contact our office 231-299-1180 or manisteerealestate@gmail.com

Sincerely,

Manistee Rental Management



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Screening Criteria

Our screening process gathers information based on the following criteria:

- credit history, eviction history, and criminal history
- delinquent utility bills, accounts in collections, foreclosures, bankruptcy, judgments
- personal and landlord references
- employment verification
- income: your rent-to-income ratio should not be more than 30% of your monthly income. In other words, your monthly income should be 3 times the amount of your rent. We may ask you about other monthly expenses to determine your ability to pay rent.

Professionalism and Personal Data

Our Property Managers are licensed real estate agents in the state of Michigan. We provide equal-opportunity housing and abide by the respective state and federal laws. As part of our tenant screening process, Manistee Rental Management requires applicants to provide their Social Security Number (SSN). The SSN is necessary for conducting background checks, which include credit history, eviction history, and criminal history. This information helps us ensure the safety and security of our properties and their residents. Thank you for your understanding!

Please be assured that we are committed to the highest standards of security and confidentiality. We are a certified entity by TrendSource, a leader in compliance management. Our certification reflects our adherence to rigorous data protection protocols and our commitment to safeguarding personal information. All personal data provided is processed and stored securely, and access is strictly controlled. For the tenant background check we use On-Site.

If you have any additional information that you think may help us to assist you, please include that in your application. For questions, please contact our office.

Phone: 231-299-1180

Email: ManisteeRealEstate@gmail.com

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RENTAL APPLICATION

CO-SIGNER INFORMATION

Co-Signer Name _____ Date _____

Date of Birth _____ (to verify applicants are 18 years or older).

Social Security Number (for background check) _____

Current Address _____
Street Apt # | City | State | Zip Code

Mailing Address _____
Street Apt# | City | State | Zip Code

Email Address _____

Home Phone _____ Cell Phone _____

Relation to Applicant _____ Number of years known _____

Driver License/State ID _____ Copy of ID needed with application.

CO-SIGNER QUESTIONNAIRE

1. Have you ever broken a rental agreement? Please explain. _____

2. Have you ever been evicted? If so, what was the reason? _____

3. Have you ever been late paying your rent? If so, how many times were you late in 12 months? What was your reason for paying late? _____

4. When you moved out from previous rentals, did you receive your full security deposit? Please explain. _____

5. Have you ever filed for, or are in the process of filing for bankruptcy? _____

6. Have you been convicted of a misdemeanor or felony? If yes, please list Type of Offense, County, and State. _____



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EMPLOYMENT

Please include current employer information. If you are retired, please let us know. If you are unemployed, on leave, or between jobs, please provide your previous employer(s) and future employer. When a field requires information, but you don't know the answer, or it does not apply, please write "n/a" or "unknown."

Current Employer Information. If you are unemployed or retired, please indicate that below.

Employer Name _____

Employer Address _____

Employer Phone _____ Email _____

Position held _____ Currently employed at this job? Yes or No

Employment Dates from _____ to _____ (if still employed, write "current")

Future Start Date: _____

Monthly Gross Salary _____ Hourly Rate _____

How often are you paid? (weekly, bi-weekly, other please specify) _____

Supervisor's Name _____ Supervisor's Title _____

Please list contact info for Human Resources Department for your company (when applicable).

EMPLOYMENT 2

Current or previous employer information. If you are unemployed or retired, please indicate that below.

Employer Name _____

Employer Address _____

Employer Phone _____ Email _____

Position held _____ Currently employed at this job? Yes or No

Employment Dates from _____ to _____ (if still employed here, write "current")

Monthly Gross Salary _____ Hourly Rate _____

How often are you paid? (weekly, bi-weekly, other please specify) _____

Supervisor's Name _____ Supervisor's Title _____

Please list contact info for Human Resources Department for your company (when applicable).



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ADDITIONAL INFORMATION

Please provide additional information that you think we may need to know. For questions, contact our office directly by phone 231-299-1180 or email: ManisteeRealEstate@gmail.com

Thank you for your interest! We look forward to working with you.

Manistee Rental Management, LLC

Other comments: _____

TERMS AND CONDITIONS

Manistee Rental Management, LLC, is under contract with the property owners, acting as an authorized Landlord’s Agent. As a matter of company policy, we utilize the same screening process for every applicant, adhering to equal housing opportunity laws. Before one of our agents may show a property to a prospective tenant, we must receive your application and photo ID.

By signing below, you authorize Manistee Rental Management to run a screening and background check with On-Site and verification of references given for a non-refundable fee of **\$35.00**. You also understand that this is NOT an agreement to rent and that all applications must be approved. By signing you declare that the statements above are true and correct, and agree that Manistee Rental Management, LLC may terminate this agreement entered into in reliance on any misstatement made above.

Co-signer Signature _____ **Date** _____

Credit/Debit Card Information

Name on Card _____

16 Digit Card Number _____

Expiration Date ____/____ **CVC Code** _____

Billing Address _____ **Zip Code** _____



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****AUTHORIZATION FOR RELEASE OF INFORMATION****

Co-Signer Name: _____ Date of Birth: _____

Current Address: _____

City, State, Zip: _____

Phone Number: _____ Email Address: _____

I, the undersigned, hereby authorize Manistee Rental Management and its designated agents and representatives to conduct a comprehensive review of my background for tenancy purposes. By consenting to the release of my personal information, I acknowledge that Manistee Rental Management may conduct verification of my income, employment history, credit history, rental history, and obtain reports regarding my character, general reputation, which may include interviewing other persons.

I understand that the information released by my current and previous landlords, employers, personal references, and other sources will be used by Manistee Rental Management to determine my eligibility for rental housing. I understand that this information may include, but is not limited to, my rental history, employment history, income, credit history, criminal history, and eviction records.

****AUTHORIZATION TO CONTACT****

I hereby authorize all persons, schools, companies, corporations, credit bureaus, law enforcement agencies, and other agencies and institutions to release information they may have about me to Manistee Rental Management or its agents. This includes information provided by landlord references, personal references, and employers as specified in my rental application or as may be discovered during the course of the background investigation.

I agree that a photocopy or electronic copy of this authorization may be accepted with the same authority as the original, and I specifically waive any written notice from any entities and individuals who may provide information based on this authorized request.

I understand this authorization, in original or copy form, authorization is valid for 30 days from the date of signing, after which it automatically expires unless expressly renewed in writing by the applicant.

Co-Singer Signature: _____ Date: _____

****Below For Office Use Only****

Verified by: _____ Date: _____

Notes: _____