



**Yarmouth Management**

309 7<sup>th</sup> Street SE, Washington, DC 20003

(202) 547-3511 – Fax (202) 547-9361

Rent@YarmouthM.com – www.YarmouthManagement.com

Rental Applicant: \_\_\_\_\_:

Please have your GUARANTOR(S) complete and return this form as soon as possible. They should FAX or EMAIL the NOTARIZED information back to us, then mail the original to Yarmouth.

**GUARANTOR INFORMATION**

1. Name: \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. City, State, ZIP: \_\_\_\_\_

3. Social Security Number: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_

5. Employer: \_\_\_\_\_

6. Length of time employed: \_\_\_\_\_

7. Job Title: \_\_\_\_\_

8. Salary/Income: \_\_\_\_\_

9. Telephone: \_\_\_\_\_ 10. Email: \_\_\_\_\_

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**TO WHOM IT MAY CONCERN:**

I/we do hereby declare that I/we guarantee, and shall be ultimately responsible for, the terms of the entire lease agreement provided by Yarmouth Management Company between the Owner and the Applicant. This form also authorizes Yarmouth Management Co. to access various credit reporting or investigative agencies to obtain pertinent facts. Further, the undersigned agrees to pay the rent amounts required even though he/she may not reside in the house or apartment. Thank you and feel free to call us with any questions or concerns.

State \_\_\_\_\_

County/City \_\_\_\_\_ :SS Parent/Guarantor Date

Subscribed and sworn this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public My commission expires Parent/Guarantor Date

Place Notary seal

**Yarmouth Management's statement of rental criteria on the application  
includes the following:**

**RENTAL CRITERIA:** For every apartment or house we lease, we must find the most qualified renter. We are always looking for people who will get along with their neighbors, who will be financially responsible, and who will enjoy and respect the fine buildings of our Capitol Hill community. It is also very important that we be able to communicate on a friendly basis both now and after you move in.

- **Income:** You must be able to prove that you can pay the rent, which *usually* means that your annual income should exceed forty times the monthly rent. For instance, if the rent is \$1,000 a month, your annual gross income should be \$40,000. If you are self-employed, retired, unemployed, or have a housing voucher, you must provide proof of your source of rental payment. Two current pay stubs or an offer letter for a new job or other rental payment verification will speed processing.

- **Rental History:** You must have satisfactory rental references for a minimum of two years, preferably from two landlords. **If you have ever been evicted or sued for any lease violation, we will reject your application.** If your rental reference was a friend, relative, or roommate, you must note this on the application.

- **Guarantors:** If you do not meet one or more of the above criteria, or you do not have any credit history, you may be able to qualify for a property if you can get a third party to guarantee your lease. If you have been a full-time student at any time within the past year, we will require you to have your lease guaranteed. Guarantors must fill out our Rental Guarantee form, get signatures notarized, and pass the same screening process that you must pass, except that we will deduct the guarantors' own housing costs before applying their income to our income standards. **A guarantee will not be accepted in lieu of a bad rental or credit history.**

- **Credit History:** We obtain a consumer credit report on every prospective tenant. Your credit record must be satisfactory and payments up to date. **Negative information, such as overdue payments and judgements against you, will usually result in our declining an application.**

**Information for Guarantors:**

To be able to process the guarantee form, we need the name, date of birth, Social Security number, and address of each guarantor so that we can do the screening necessary to assure guarantors have the income to be able to back up the applicant.

**This information is used only for this purpose, is kept in our secure files, and is not released. When it is no longer needed, it will be shredded.**

**You will not be signing the lease. The person you are guaranteeing will sign the lease, and will be responsible for paying the rent.** You will be backing the person signing the lease, but you will not be a *legal co-signer* of the lease.

If you should have any questions, please feel free to get in touch with us.