

Subject: Instructions for Co-Signer Application - [Applicant Name]

Dear [Co-Signer Name],

You are receiving this letter because [Applicant Name] has applied to rent the property located at [Property Address] and has identified you as a potential co-signer.

To proceed with the application process, please complete the following steps:

1. **Fill out the Application:** Please complete the attached Co-Signer Application form or visit [Website Link] to submit your information online.
2. **Provide Proof of Income:** Attach your two most recent pay stubs, a bank statement, or a tax return to verify your ability to cover the rent if necessary.
3. **Submit Identification:** Provide a clear copy of your government-issued photo ID (Driver's License or Passport).
4. **Pay the Screening Fee:** A non-refundable application fee of \$[Amount] is required to process your credit and background check. Payments can be made via [Payment Method].

Requirements for Approval:

To qualify as a co-signer, you must demonstrate a minimum monthly income of [Number] times the monthly rent and maintain a credit score of at least [Number].

Please submit all required documents by [Date] to ensure the applicant's file is processed in a timely manner. If you have any questions regarding these requirements, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Company Name]
[Phone Number]