

[Date]

[Co-Signer Name]

[Co-Signer Address]

[City, State, Zip Code]

Subject: Conditional Approval of Lease Application

Dear [Co-Signer Name],

This letter is to formally notify you that the rental application for [Applicant Name] regarding the property located at [Rental Property Address] has been conditionally approved.

The approval is subject to your formal agreement to act as a Co-Signer (Guarantor) for the lease agreement. Due to [Reason for Co-Signer, e.g., credit history or income requirements], we require a third-party guarantee to ensure all financial obligations of the lease are met.

As a Co-Signer, you will be legally responsible for:

- The full and timely payment of monthly rent (\$[Rent Amount]).
- Any unpaid utilities or late fees incurred by the tenant.
- Costs associated with property damage exceeding the security deposit.
- Any other financial liabilities outlined in the Lease Agreement.

To finalize this approval, please provide the following documents by [Deadline Date]:

- A signed and notarized Co-Signer Agreement (attached).
- Proof of income (e.g., recent pay stubs or tax returns).
- A copy of your government-issued photo ID.

Once these documents are received and verified, we will proceed with the final execution of the lease. If you have any questions regarding these terms, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Landlord/Management Company Name]