

# CITY PLACE ANN ARBOR, LLC

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## GUARANTY OF LEASE INSTRUCTIONS

**Per the Summary of Rental Standards document you signed, you are required to guarantee your lease. Attached for your convenience, you will find instructions pertaining to the Guaranty of Lease Agreement document, as well as a copy of the Guaranty of Lease Agreement document for your sponsor and/or guarantor to complete and submit.**

This document must be filled out by your sponsor and/or guarantor in front of a Notary Public. Please instruct your sponsor/guarantor not to pre-fill-in any of the information or the Notary Public will not endorse/certify the document, as required. Your sponsor/guarantor must also provide a copy of his/her photo ID (state ID, driver's license or Passport). **All of the information listed on the form is required.** Please note that failure to provide any information will result in an incomplete form. This means that you would be required to guarantee your lease by means of the second or third option as listed on the Summary of Rental Standards Addendum.

The **ORIGINAL COPY** of the Guaranty of Lease Agreement (with stamped or embossed notarization stamp) and the copy of the sponsors/guarantor's photo ID (state ID, driver's license or Passport) to must be returned to the office no later than **THIRTY (30) DAYS FROM THE RENTAL APPLICATION SUBMITTAL DATE.** Failure to provide your form of lease guarantee will result in an incomplete file and loss of any eligible promotions, former pricing and applicant can be reassigned to another location within the given community. Failure to provide a Guaranty of Lease Agreement **does not** void the Lease Contract.

**Please submit the following documents within thirty (30) days from the Rental Application submittal date:**

- 1) The original copy of the completed, notarized Guaranty of Lease Agreement document
- 2) A copy of the sponsors/guarantor's photo ID (state ID, driver's license or Passport)

**Mail the aforementioned documents or drop them off to:**

CITY PLACE ANN ARBOR

425 S. FIFTH AVE. STE. 2A | ANN ARBOR, MI 48104

If your sponsor/guarantor are local, this form can also be filled out in the presence of City Place/Campus Village Staff. He/She can visit one of our offices, as listed below, during office hours, and fill out the form with staff present, which does not require the document to be notarized.

CAMPUS VILLAGE COMMUNITIES

919 WEST UNIVERSITY DRIVE STE. 700

ROCHESTER, MI 48307

Office Hours: Monday-Friday, 8:30am-4:30pm

CITY PLACE ANN ARBOR

425 S. FIFTH AVE. STE. 2A

ANN ARBOR, MI 48104

Office Hours: Tuesday-Friday, 10:00am-4:00pm

**If you do not intend to provide a sponsor/guarantor with a completed Guaranty of Lease Agreement document, then you must either:**

- A) Supply a Security Deposit equal to one installment of rent upon the Application Submittal date, make the first installment payment for your Lease Contract within sixty (60) days of the Application Submittal date, and make the remaining Lease Contract payment, unless otherwise specified, within forty-five (45) days of the Lease Begin Date; in the event the Lease Begin Date occurs within the constraints of the time frames set forth above, all items and/or fees may be due immediately.

**OR**

- B) Be approved, in writing, by Management for a Self-Guaranty (See Summary of Rental Standards for specifics) and supply a Security Deposit equal to one installment of rent