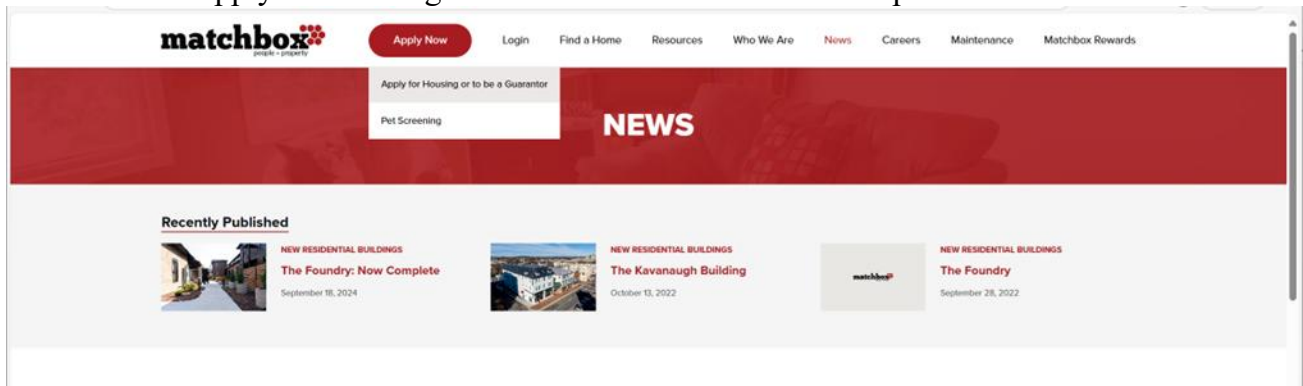


Instructions For Submitting Independent Guarantor Applications

In order to complete a Guarantor Application for an individual who has already signed their lease and been moved to a Matchbox tenant account, please follow these instructions –

1. Use the Apply Now button on the [Matchbox Website](#) to start the application process.
2. Select Apply for Housing or to be a Guarantor from the dropdown menu



3. From the [Application Page](#), complete the following fields

1. Property Selection – From the dropdown, select **Guarantor Application**. Do not select the property where the tenant you are serving as Guarantor for will be residing. Doing so will take you to the Tenant, not the Guarantor Application
2. Email – Enter the email address you would like to use for your online account and to receive documents and communications about the tenant account
3. First/Last Name – Please be sure to enter your LEGAL name. Using nicknames/name variations can prevent the system from recognizing and identifying you during the screening (I.e. Becky/Rebbeca, Bill/William, Rod/Rodney)
4. Current Address – Address where you are currently residing
5. Phone Number – This will be the phone number kept on file for us to contact you. Please use the number you would like us to use to reach out to you.

Welcome to our online application portal! Before you submit a rental application, you must first create an account. Fill out the information below and click Sign Up. You will then receive a confirmation email that includes a link to our electronic application form.

APPLY NOW

☒ New account ☐ Existing account

Property Selection
1

Email Address
2

First Name Last Name
3

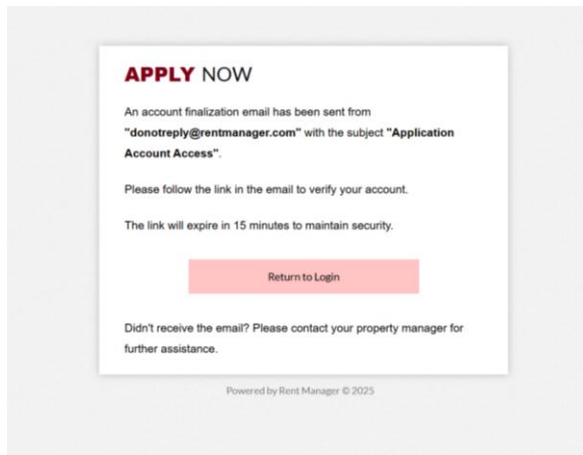
Current Address
4

Phone Number
5

By providing your phone number, you agree to receive text messages from Matchbox Realty & Management Services, Inc. for the purpose of communicating community news, urgent notifications, and events. Reply STOP to opt-out or HELP for more information at any time. Message and data rates may apply. Message frequency will vary. For more information, please read our [privacy policy](#) and [terms of service](#).

Sign Up

4. Select Sign Up
5. Use the account finalization email to verify your account



6. Complete the Guarantor Application
 - Please review the instructions/disclosure at the top of the application. This section provides our criteria for qualifying as a Guarantor and will help you determine if you qualify to serve as guarantor. If you have any questions regarding the Guarantor process, please see our [Application Process FAQs](#), or reach out to us at **540-434-5150 ext.100** or info@MatchboxRealty.com
 - All fields in **bold** are required
 - A nonrefundable application fee of \$50.00 shall accompany the application. The payment must be submitted in order for the Guarantor Application to be processed
7. Once the application is submitted, please reach out or have the tenant reach out to let us know. You can contact us either through the individual you have been in communication with or at 540-434-5150 ext.100 or info@MatchboxRealty.com.
8. The application will be processed and, if approved, you will receive the Guarantee of Lease form via DocuSign. If you are not approved, we will be in contact with the Guarantor/Tenant regarding steps for obtaining a Guarantee of Lease.
9. Approved applications will be merged to the existing tenant account so that they have access to the Tenant Web Access Portal for the account. Please see [Using the Tenant Web Access Portal](#) for additional information.
10. The Guarantee of Lease must be signed in order for the Guarantor process to be finalized.