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# AUTHORIZED USER CHECKLIST

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## THINGS TO KNOW AND UNDERSTAND AS AN AUTHORIZED USER CREDIT INVESTOR

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- Decide what credit card to use**  
(The card should be a non-low usage card, separate from frequently used cards.)
  
- Credit card should be used monthly**  
(1-2 transactions that can be paid off within 30 days.)
  
- Credit card must keep utilization rate < 20%**  
(Card balance / credit limit x 100 = utilization rate)
  
- Ensure monthly communication with broker/consultant on usage of credit card**
  - Notification of charges and utilization checks
  - Notification if card will be used for purposes other than building credit
  
- Know tracking and monitoring timeframes in decreasing order**  
(Month 6, 5, 4, 3, 2, 1)
  
- Consult with financial officer prior to co-signing on any applications**
  
- Authorized user signer: For any questions or concerns, contact financial officer immediately.**