



# CO-SIGNER APPLICATION

PROFESSIONAL  
PROPERTY  
MANAGEMENT,  
INC.

401 East Springfield • Champaign, Illinois 61820 • 217-351-1800

## CO-SIGNER APPLICATION INSTRUCTIONS

The co-signer application is to be completed with the co-signers' information, including social security number and salary amount. *This is the co-signers information, not the prospective tenants.*

Under the employer information, there must be a phone number and name to verify the income amount. If your employer uses a 900 number or a pay service for employment verifications, you will need to provide the direct number and the name of a supervisor that can verify this information. We do not use 900 numbers or pay services for verifications.

If you are self employed, you are required to provide a copy of your tax return, pages 1, 2, and schedule C from last years taxes showing your total income amount for the year.

**IF ALL INFORMATION IS NOT FILLED OUT OR THE TAX RETURN IS NOT RECEIVED WITH THE APPLICATION, IT WILL NOT BE ACCEPTED.**



# CO-SIGNER APPLICATION

**PROFESSIONAL  
PROPERTY  
MANAGEMENT,  
INC.**

401 East Springfield • Champaign, Illinois 61820 • 217-351-1800

## RENTAL APPLICATION

DATE: \_\_\_\_\_ PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
 E-MAIL ADDRESS \_\_\_\_\_ FURN UNFURN \_\_\_\_\_  
 ADDRESS APPLYING FOR \_\_\_\_\_ 1<sup>ST</sup> 2<sup>ND</sup> 3<sup>RD</sup> FLOOR \_\_\_\_\_  
 NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ DATE TO MOVE IN \_\_\_\_\_  
 SS# \_\_\_\_\_ DL# \_\_\_\_\_ STATE \_\_\_\_\_  
 MARITAL STATUS: S M D W SMOKER \_\_\_\_\_ NON-SMOKER \_\_\_\_\_  
 CURRENT ADDRESS \_\_\_\_\_ LEGAL ADDRESS \_\_\_\_\_

LANDLORDS NAME \_\_\_\_\_ LANDLORDS PHONE# \_\_\_\_\_  
 LANDLORDS ADDRESS \_\_\_\_\_

PRESENT RENT \$ \_\_\_\_\_ DATE MOVED IN \_\_\_\_\_ LEASE EXPIRES \_\_\_\_\_  
 BANK \_\_\_\_\_ BRANCH \_\_\_\_\_ CITY \_\_\_\_\_  
 CHECKING ACCT # \_\_\_\_\_ SAVINGS ACCT # \_\_\_\_\_  
 EMPLOYER \_\_\_\_\_ PHONE # \_\_\_\_\_  
 EMPLOYER ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
 POSITION \_\_\_\_\_ DATE STARTED \_\_\_\_\_ HRS PER WEEK \_\_\_\_\_  
 SALARY \_\_\_\_\_ PER \_\_\_\_\_ SEASONAL PERMANENT TEMPORARY \_\_\_\_\_  
 SUPERVISORS NAME \_\_\_\_\_ DEPT. \_\_\_\_\_

SCHOOL \_\_\_\_\_ MAJOR \_\_\_\_\_ STATUS \_\_\_\_\_  
 TOTAL # OF PEOPLE TO LIVE IN UNIT \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 DO YOU HAVE ANY PETS? \_\_\_\_\_ TYPE \_\_\_\_\_ AGE OF PETS \_\_\_\_\_  
 CREDIT REFERENCES: ONLY LIST FORMER LANDLORDS  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 PARENTS NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE \_\_\_\_\_  
 NEAREST RELATIVE TO CALL IN CASE OF EMERGENCY:  
 NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
 ADDRESS \_\_\_\_\_ PHONE # ( ) \_\_\_\_\_  
 CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

I (WE) CERTIFY THAT ALL INFORMATION HEREIN IS TRUE AND COMPLETE AND GIVE AUTHORIZATION FOR A CREDIT CHECK, EMPLOYMENT TO BE VERIFIED AND PRIOR LANDLORDS TO BE CONTACTED.

X \_\_\_\_\_ X \_\_\_\_\_  
 APPLICANTS SIGNATURE DATE CO-APPLICANTS SIGNATURE DATE  
 APPROVAL BY \_\_\_\_\_ DATE \_\_\_\_\_

THIS APPLICATION WILL NOT BE PROCESSED UNTIL COMPLETED IN FULL - FRONT AND BACK SIGNED, AND ACCOMPANIED WITH A FULL DEPOSIT.



**PROFESSIONAL  
PROPERTY  
MANAGEMENT,  
INC.**

401 East Springfield • Champaign, Illinois 61820 • 217-351-1800

**RENTAL APPLICATION DEPOSIT**

**PLEASE READ CAREFULLY:**

APPLICANTS WITH CO-SIGNERS (WHEN APPLICABLE), HEREWITH DEPOSIT A NON-REFUNDABLE APPLICATION FEE IN THE AMOUNT OF \$ \_\_\_\_\_ FOR THE PROPERTY LOCATED AT \_\_\_\_\_

IT IS UNDERSTOOD AND AGGreed THAT:

1. IF THIS APPLICATION IS ACCEPTED, THIS DEPOSIT WILL BE APPLIED TOWARDS THE SECURITY DEPOIST FOR THE PROPERTY RENTED.
2. IF THIS APPLICATION IS NOT ACCEPTED, THE ENTIRE DEPOSIT WILL BE REFUNDED TO THE APPLICANT.
3. IF THIS APPLICATION IS ACCEPTED BUT THE APPLICANT WITHDRAWS FROM LEASING PROPERTY THE DEPOSIT SHALL BE RETAINED BY THE LANDLORD.

IN THE EVENT APPLICANTS HAVE NOT EXECUTED A LEASE OR MADE AN APPOINTMENT TO SIGN A LEASE WITHIN 10 DAYS OF THIS APPLICATION, THE APPLICATION DEPOSIT SHALL BE RETAINED BY THE LANDLORD AND THE PROPERTY WILL BE AVAILABLE FOR LEASE TO ANOTHER PARTY. A FULLY EXECUTED LEASE REQUIRES THE SIGNATURE OF ALL APPLICANTS (INCLUDING CO-SIGNERS).

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_

X \_\_\_\_\_