



Professional Property Management, Inc

217- 351-1800

www.ppmrent.com

**401 E. Springfield
Champaign, IL 61820**

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 and/or E from last year's 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.



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C0-SIGNER RENTAL APPLICATION

DATE: _____ PHONE (H) _____ (W) _____ (C) _____

ADDRESS APPLYING FOR _____ FURN _____ UNFURN _____ 1ST 2ND 3RD FLOOR

NAME _____ BIRTHDATE _____ DATE TO MOVE IN _____

SS# _____ DL# _____ STATE _____

E-Mail address _____ MARITAL STATUS: S M D W CU SMOKER _____ NONSMOKER _____

CURRENT ADDRESS _____ LEGAL ADDRESS _____

LANDLORD NAME/MORTGAGE _____ 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. _____

Have you ever (Yes or No) _____ filed for bankruptcy _____ had a residence application denied by a landlord
_____ been evicted or asked to move out _____ broken a lease contract or rental agreement

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. False information given shall entitle owner to 1) reject the application, 2) retain the application deposit and 3) terminate the resident's right to occupancy.

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.

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 DEPOSIT 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).

DATE: _____

X _____

X _____

X _____