



Dear Co-Signer/Guarantor,

Enclosed you will find our Co-Signer/Guarantor Form. This form is in regards to the rental of an apartment in Madison, Wisconsin or its surrounding areas. As a co-signer/guarantor you will be guaranteeing the payment of rent and the performance of the covenants thereof by the lessee.

**The “Co-Signer / Guarantor Form” must be signed by you in the presence of a Notary Public or in front of a Birwood Property Management employee.**

The Co-Signer/Guarantor Form must be completed and returned to our office as soon as possible. To expedite the application process, you may fax the form to our office at (608)241-8171 and **then mail in the original form to 2510 Pennsylvania Ave, Madison, WI 53704.**

If you have any questions, please feel free to call our office at (608)241-4449.

Sincerely,

Birwood Property Management

BIRWOOD PROPERTY MANAGEMENT CO-SIGNER / GUARANTOR FORM

Co-signer(s) Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ City, St., Zip: \_\_\_\_\_

Phone Number: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**INCOME INFORMATION**

Current Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Years Employed: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Gross Monthly Income: \$ \_\_\_\_\_

Bank: \_\_\_\_\_ Location: \_\_\_\_\_

This form is to become attached and made part of a lease drawn, or to be drawn, between the following parties:

Lessor: Birwood Property Management, Agent for Landlord.

Lessee (applicant name): \_\_\_\_\_

Lessee (applicant name): \_\_\_\_\_

APARTMENT NAME:

Address, City, St., Zip: \_\_\_\_\_ Apt # \_\_\_\_\_

Rent per Month: \$ \_\_\_\_\_ Original Lease Term \_\_\_\_\_ to \_\_\_\_\_

GUARANTEE

I hereby authorize the Landlord/Manager to investigate my credit and financial responsibility. For value received and in consideration of LESSOR making this lease the undersigned hereby guarantees the payment of the rent and the performance of the covenants thereof by LESSEE.

This Co-Signer/Guarantor Form will also apply to any subsequent lease extensions or renewals. Also, it is the sole responsibility of the applicants to make sure that all roommates' Co-Signer/Guarantor Forms are turned into Birwood Property Management office.

\_\_\_\_\_  
Co-Signer / Guarantor Signature

\_\_\_\_\_  
Co-Signer / Guarantor Signature

Social Security Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

**SUBSCRIBED AND SWORN BEFORE ME ON**

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signature of Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



OR

\_\_\_\_\_  
Birwood Property Management, Agent for Owner

NOTE:  
Lessor: the owner/management company  
Lessee: future resident of the property