



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 LLC employee.

The Co-Signer/Guarantor Form must be properly 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 our office.**

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

Sincerely,

Birwood, LLC
d/b/a The Sprague Company

BIRWOOD, LLC, d/b/a THE SPRAGUE COMPANY 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, LLC, d/b/a The Sprague Co.

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 The Sprague Company 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



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NOTE:
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Lessor: the owner/management company
.....
Lessee: future resident of the property
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Birwood, LLC, d/b/a The Sprague Company
Agent for Owner