



Commercial Application Requirements

1. Completed application
2. Copy of government issued ID
3. If you do business as an S-Corp, LLC or other entity then the landlord will want to see the last 2-3 years of profit/loss statements, balance sheets, etc.
4. If you operate your existing business as a sole proprietor, then the last 2-3 years of tax returns are required.
5. If you are a startup then you will have to show 2-3 years of tax returns and a personal financial statement.
 - a) In addition, if you are relying on a small business loan to fund the business set up and operations then you will need to display a letter from your bank showing that you have been pre-approved for a certain dollar amount.
6. Once you have submitted your documents, we will process a credit check as well as a criminal background check.
7. A personal guaranty will be required on the lease
8. Security Deposit is equal to one month's rent (however this can increase and is contingent based upon the screening results).

COMMERCIAL LEASE APPLICATION

Landlord/Lessor: _____ Date of Application: _____

Location of Leased Premises: _____

Center _____ Suite # _____ S.F. _____

Business Name: _____

Name of Person who will sign lease: _____

Person 1: _____

(First) (Middle) (Last)

Street Address: _____

City _____ State _____ Zip _____

Phone Number (Work): () _____

Phone Number (Home): () _____

Phone Number (Mobile): () _____

E-mail Address: _____

Driver's License No. _____ State of Issuance: _____

Social Security Number: _____ Date of Birth: _____

Is your business a corporation, LLC or other entity? Yes No

- If yes, what form of business entity? _____

- Federal Tax ID Number: _____

- State in which entity formed? _____

- Names of Person(s) who will Guarantee Lease

- **Person 1:** _____

- Person 2 _____

(Will need to fill out a separate form unless married)

Proposed use of premises? _____

Experience in business (please describe): _____

COMMERCIAL RENTAL HISTORY

Present Address: _____

Rent Own Rent/Payment _____ From/To: _____

Previous Address: _____

(Continued on Page 2)

Rent Own Rent/Payment

Conditions and Information

All pages of this lease application must be signed by all persons who will sign the lease agreement. Additional tenant information is on page 2.

The completing of this application by Tenant and the acceptance of this application by Landlord creates no obligation of Landlord to approve the application.

This application will be approved or rejected usually within five (5) days of being submitted to landlord. However, there is no obligation of Landlord to notify tenant unless the application is approved.

If this application is approved, Tenant must make the security deposit and sign the lease before the tenancy begins.

The information provided herein shall be kept confidential and will only be used by Landlord, and its agents to determine approval of Tenant's application.

For Landlord's Use Only

Rent Amount: _____
Deposit: _____
Date Lease to begin: _____
End of Lease: _____

By your signature hereon, you agree that the information disclosed by you herein is true, complete and accurate to the best of your knowledge, and you agree that the information disclosed by you herein is material to the potential Lessor's decision with respect to granting or denying your application to enter into a lease.

Signed: _____

Date: _____

CREDIT REFERENCE (current or former landlords, banks, vendors, etc.)

Name: _____

Address: _____

City State Zip _____

Contact: _____ Phone: _____

CURRENT MONTHLY INCOME

Name/Source	Amount	Name/Source	Amount
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_____	_____	_____	_____
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_____	_____	_____	_____
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CURRENT MONTHLY EXPENSES

Creditor	Amount	Creditor	Amount
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_____	_____	_____	_____
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_____	_____	_____	_____
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ASSETS	VALUE	SOURCE	LIABILITIES	AMOUNT	CREDITOR
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Cash on Hand & in Banks			Accounts Payable		
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Savings Accounts			Notes Payable to Banks		
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IRA/Retirement Accounts			Auto Payments		
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Accounts Receivable			Other Installment Accounts		
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Insurance Cash Surrender			Loans on Life Insurance		
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Stocks & Bonds			Mortgages on Real Estate		
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Real Estate			Unpaid Taxes		
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Automobiles			Other Liabilities		
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Other Personal Property			Other Liabilities		
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Other Assets					
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Other Assets			TOTAL LIABILITIES:		
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Other Assets					
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TOTAL ASSETS:			NET WORTH:		
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CONSENT TO CREDIT CHECK

I, _____, the undersigned applicant(s) authorize landlord, _____, or his/her/their agent to order and review my/our credit and criminal history and investigate the accuracy of the information contained in the application. I/We further authorize all banks, employers, creditors, credit card companies, references, and any and all other persons to provide to Landlord any and all information concerning my/our credit.

Signed: _____

Date: _____