

# COMMERCIAL LEASE APPLICATION

PLEASE FILL OUT THE BELOW INFORMATION, AND BE AS THOROUGH AS POSSIBLE

**PROPERTY ADDRESS OF INTEREST:** \_\_\_\_\_

## I. INDIVIDUAL:

Applicant Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_ (Home): \_\_\_\_\_

E-Mail Address(s): \_\_\_\_\_

Soc. Sec. No: \_\_\_\_\_ Driver's License: Please attach a copy when submitting this application

Date of Birth: \_\_\_\_\_ Current Employer: \_\_\_\_\_ No. Years: \_\_\_\_\_

## II. BUSINESS (if applicable):

Business Name(s): \_\_\_\_\_

Legal Entity: \_\_\_\_\_

Registered Address (address, city, state, zip): \_\_\_\_\_

Type of Entity (LLC, Corporation, Partnership, Other): \_\_\_\_\_

Federal Tax ID # (FEIN): \_\_\_\_\_

Do you own any other locations (Y/N)?: \_\_\_\_ If so, how many?: \_\_\_\_

Existing Location 1: Address: \_\_\_\_\_

Existing Location 2: Address: \_\_\_\_\_

## III. FINANCIALS - PERSONAL:

Bank Name: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Banker's Name: \_\_\_\_\_ Banker's Number: \_\_\_\_\_ Email: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Banker's Name: \_\_\_\_\_ Banker's Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Bank Name: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Banker's Name: \_\_\_\_\_ Banker's Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **IV. FINANCIALS - BUSINESS:**

Bank Name: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Banker's Name: \_\_\_\_\_ Banker's Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Bank Name: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Banker's Name: \_\_\_\_\_ Banker's Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Bank Name: \_\_\_\_\_

Type of Account: \_\_\_\_\_ Account Balance: \_\_\_\_\_

Banker's Name: \_\_\_\_\_ Banker's Number: \_\_\_\_\_ Email: \_\_\_\_\_

#### **V. REFERENCES / EMERGENCY CONTACT:**

References:

Reference 1: Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Reference 2: Name: \_\_\_\_\_ Number: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Info:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**VI. ATTACHED FINANCIAL DOCUMENTS (check all that apply):**

- ☐ Personal Tax Returns (Year(s): \_\_\_\_\_)
- ☐ Personal Financial Statement
- ☐ Business Tax Returns (Year(s): \_\_\_\_\_)
- ☐ Business Financials (Balance Sheet, P&L, etc.): \_\_\_\_\_
- ☐ Letter from Banker / Proof of Funds
- ☐ Business Plan / Executive Summary / Pictures
- ☐ Other: \_\_\_\_\_

**VII. AUTHORIZATION and ACKNOWLEDGEMENT:**

Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

1. obtain a copy of Applicant's credit report;
2. obtain a criminal background check related to Applicant and any other occupant; and
3. verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

**Privacy Policy:** Landlord, Landlord's agent, and/or Landlord's property manager maintains a privacy policy that is available upon request.

**Data Security:** If Applicant attaches or delivers non-public personal information (like bank account numbers or other financial information), it is recommended that Applicant do so in a secure manner to reduce the risk of fraud or theft.

Applicant represents that the statements in this application are true and complete. Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and that Landlord is relying on the truthfulness and completeness of the information in making Landlord's decision whether to enter into a lease with Applicant.

Applicant:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Title (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_