

## COMMERCIAL RENTAL APPLICATION

### I – Personal Information *(Please Print or Type and Answer Each Question Completely)*

1. Application Name (Person to be on Lease) \_\_\_\_\_ DBA \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Current Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Present Physical Home Address \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone \_\_\_\_\_  
 Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Drivers License Number \_\_\_\_\_ State/Expiration Date \_\_\_\_\_

### II. Business Declaration

1. Are you presently in good standing with the \_\_\_\_\_ Secretary of State and authorized by this Secretary of State to transact business in the State of \_\_\_\_\_? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Does this business employ the use of substances deemed hazardous as defined under the Comprehensive Environmental Response Compensation and Liability Information System (CERCLA)? \_\_\_\_\_ Yes (If yes, An Environmental Information Form will be provided to complete) \_\_\_\_\_ No
3. Has this business, its officers, partners, or owners ever been delinquent in payment of any financial obligation? (if yes please explain)  
 \_\_\_\_\_
4. Has this business, its officers, partners, or owners ever been a defendant in any legal action? (if yes please explain)  
 \_\_\_\_\_

### III. References

#### Business Credit Reference (ex: major creditors or trade)

Name (current Landlord)	Address	City	State	Zip	Phone	

#### 3. Bank Accounts

Bank Name	Branch	Address	City	State	Zip	Phone

### **Authorization to Verify Information/ Credit Check**

The information on this application is true and correct to the best of my knowledge. Federal legislation requires that any person and/or corporation about whom a routine inquiry is being made to provide information concerning credit, character and general reputation, be so advised and give written authority to do so. **I hereby authorize the person to whom this application is delivered or their agents to verify the above information and to obtain a consumer and/or investigative credit report and allow for direct contact with references and employers.** I understand that the fee for verifying this application is not a deposit or rent and will **NOT** be applied to rent or refunded even if this application is denied.

Date: \_\_\_\_\_ Applicant Signature \_\_\_\_\_  
 Date: \_\_\_\_\_ Applicant Signature \_\_\_\_\_

### **Receipt for Deposit**

The undersigned acknowledges receipt of \$ \_\_\_\_\_ in the form of  cash  personal check or  \_\_\_\_\_ payable to \_\_\_\_\_ as deposit on the above-described property.

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

Note: Fill all blanks, writing "No" or "None" where necessary to complete information.

<i>ASSETS</i>		<i>LIABILITIES</i>	
Cash in Checking Account	\$	Trust Deeds, Mortgage, or other Liens on Real Estate	\$
Cash in Savings Account & Loan Shares	\$	Notes Payable (to all those applied)	\$
Cash in other Accounts (give name)	\$	Accounts and Bills Payable	\$
Notes Receivable	\$	Installment Accounts Payable: (Describe)	
Stocks and Bonds Listed on Exchange (Detail on Schedule)	\$	- Automobile	\$
		- Credit Cards	\$
Other Current Assets (Describe)	\$	- Other	\$
		Loans on Life Insurance Policies include Premium Advances	\$
	\$		\$
	\$		\$
Real Estate (Detail on Schedule)	\$		\$
Present Cash Surrender Value of Life Insurance (Report Amount borrowed in other Liabilities)			\$
			\$
Automobile Make: _____ Model: _____			\$
<b>TOTAL ASSETS:</b>	<b>\$</b>	<b>TOTAL LIABILITIES:</b>	<b>\$</b>

**SCHEDULE OF REAL ESTATE**

Legal Description and Address (also give brief Physical Description)	Title in the Name of	Cost	Market Value	Trust Deed, Mortgage, or Other Liens		
				Unpaid Balance	Monthly Balance	Held By
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
		\$	\$	\$	\$	
Is any of the above Real Estate subject to Declaration of Homestead? _____ Yes _____ No			Is any of your Real Property held in Joint Tenancy, Tenancy in Common or Community Property? _____ Yes _____ No			
Are you leasing Real of Personal Property? _____ Yes _____ No			If yes, give details as to Terms of Lease:			

**SOURCE OF INCOME**

Annual Income and Expenses for Period From: _____ to _____					
Income:		Expenses:			
Earnings	\$ _____ per _____	Interest	\$ _____		
Rentals	\$ _____ per _____	Taxes & Assessments	\$ _____		
Dividends	\$ _____ / _____	Upkeep upon Mortgages, Contracts, Etc.	\$ _____		
Interest	\$ _____ / _____	Rent	\$ _____		
		Personal Living Expenses	\$ _____		
		Other:	\$ _____		
<b>Total Income:</b>	<b>\$ _____</b>	<b>Total Expenses:</b>	<b>\$ _____</b>		

**CONTINGENT LIABILITIES**

As endorser or Co-maker on Notes \$ \_\_\_\_\_ Alimony Payments (Annual) \$ \_\_\_\_\_  
 Are you a defendant in any legal action: Yes \_\_\_ No \_\_\_ Are there any unsatisfied judgments: Yes \_\_\_ No \_\_\_  
 Have you ever taken a bankruptcy? Yes \_\_\_\_\_ No \_\_\_\_\_. If Yes, please explain \_\_\_\_\_  
 Date: \_\_\_\_\_ By: \_\_\_\_\_

**REFER TO THE BELOW LIST FOR EXAMPLE OF DOCUMENTS TO SUBMIT ALONG WITH THIS APPLICATION**

- Applicant's tax returns for the last two years.
- Applicant's supportive financial documentations and/or any other applicable documentation.