



# COMMERCIAL RENTAL APPLICATION for OFFICERS ROW

Bldg #: \_\_\_\_\_ Unit #: \_\_\_\_\_ Sq Ft: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date Unit Wanted: \_\_\_\_\_ Number of Offices: \_\_\_\_\_

## BUSINESS PROFILE

Type of Business:  Corporation  Individual / Sole Proprietor  Partnership  Other (specify) \_\_\_\_\_

Legal Name of Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Local Address: Street \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Principal Address: Street \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ If Incorporated Where: \_\_\_\_\_

Tax ID No.: \_\_\_\_\_ UBI No.: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Gross Annual Revenue: \_\_\_\_\_

Bank Name: \_\_\_\_\_ Branch Location: \_\_\_\_\_

Phone: \_\_\_\_\_ Account Number: \_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_ Contact: \_\_\_\_\_

## BUSINESS TRADE REFERENCES

Company name	Account	Phone	Fax
1.			
2.			
3.			

**I certify the above information is correct and complete** and is given in order for you to determine my credit standing for the purpose of renting the above-mentioned property. I am an authorized representative of the above named company to act in behalf of said company or organization. This application is subject to approval by the landlord or his agent. I hereby authorize the landlord or his agent to perform a tenant screening consisting of, but not limited to the following:

- Credit Report obtained through authorized reporting agency
- Current and Former Landlord verifications
- Bank References
- Property Ownership verifications
- Criminal Information search
- Trade References

**NOTE:** An applicant has the right to dispute the accuracy of the information provided by the tenant screening services or provided by the entities listed on the application who will be contacted for information. This report is strictly confidential and questions concerning your credit report must be addressed directly to the reporting agency. If your application is denied and a tenant screening service or a credit reporting agency is used, the name(s) of the service(s) will be provided as required by law.

## Fees and Deposits

A nonrefundable processing fee of \$100 has been submitted together with this completed Rental Application form. Upon approval of my application, a deposit ("holding fee") will be due in the amount of one months rent in order to secure occupancy of the unit. If I do not rent the unit, I understand that such holding fee shall be forfeited. Upon signing of a lease for the unit, the holding fee shall be applied to the Security/Damage deposit required under such lease agreement. At the time of signing the lease, the first month's rent shall be due and payable.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

### INTERNAL USE ONLY:

Date Application Received: \_\_\_\_\_ Status: **Approved / Declined (Circle one)**

Application Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_



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## INSTRUCTIONS:

- Corporation: If incorporated for five (5) years or less, a personal guarantee by a Corporate Officer is required. Guarantor must complete the below section.
- Proprietorship: Sole Proprietor must complete the below section.
- Partnership: Partner(s) must complete the below section. Attach additional pages as necessary for multiple Partners.

## INDIVIDUAL INFORMATION

Name:		Title:		
SSN:	Date of Birth:	Home Phone:		
Home Street Address:	City:	State:	Zip:	
Previous Street Address:	City:	State:	Zip:	
Years With Company:	Email			
Signature: _____		Date: _____		

I \_\_\_\_\_ (name of signer), for and in consideration of landlords approval of this rental application for \_\_\_\_\_ (name of company) hereinafter referred to as the "company", of which I am \_\_\_\_\_ (title), hereby personally guarantee to the landlord the payment of rent and all other fees which may become due in accordance with the terms and conditions of the rental agreement, whenever the company shall fail to pay same. I understand that this guaranty shall continue and be irrevocable until all rent and fees paid, or until I receive written release from this guaranty from the landlord.