

Application to Lease Commercial Space

Privacy Notice

Rosen-Harbottle CRE values your privacy and takes precautions to protect the personal information you provide us from loss, misuse and unauthorized access, disclosure, alteration and destruction.

All items must be complete and include all forms, pages and supporting schedules; the submission of partial or incomplete data will result in a delay of processing your lease or renewal.

Items to be submitted:

- Federal income tax returns for the past two (2) years
 - Sole proprietors may opt to provide Schedule C and supporting schedules, including Form 4562, in lieu of providing their entire personal tax return.
 - CPA-prepared financial statements for the past two (2) years
 - If you do not have CPA-prepared financial statements, then internally prepared financial statements will be accepted.
 - Current year-to-date balance sheet and income statement
 - If you have other financial information that you believe may be useful in our evaluation, please provide that in addition.
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Personal Guaranties:

In addition to the above documents, a copy of the Guarantor(s) personal tax returns for the past two (2) years shall also be provided, as well as a current personal financial statement.

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Applying For:

Suite _____ Building _____

How did you hear about the property? _____

Expected Move-in-date? _____ Anticipated Length of Lease: _____

Business Information:

Leasing as: CORPORATION LLC INDIVIDUAL(S) OTHER: _____

State formed: _____

Full Legal Name of Business: _____

Years in Business: _____ Fed. Tax ID: _____ Contact person _____

Nature of Business: _____ Business Tel. #. _____

Business Rental History: (If no business history, put N/A and provide business plan)

Current Address: _____
Street City State Zip

How Long? From (Month/Year): _____ To: _____ Rent paid: _____

Lessor: _____ Tel: _____ Reason for leaving: _____

Previous Address: _____
Street City State Zip

How Long? From (Month/Year): _____ To: _____ Rent paid: _____

Lessor: _____ Tel: _____ Reason for leaving: _____

References:

Name of Bank: _____ Acct #: _____

Name of Bank Contact Person: _____ Tel #: _____

Trade Reference: _____ Tel #: _____

Trade Reference: _____ Tel #: _____

Emergency Contact:

Name: _____ Address: _____

Relationship: _____ Phone (____) _____

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Principals (Authorized signers of the business):

Please attach articles of incorporation and a letterhead authorizing officers to execute a lease agreement.

1. Name: _____ Title: _____
 First Initial Last

Email: _____ Driver's Lic #: _____

Social Security #: _____ Date of Birth: ___/___/19___

Residential Address: _____
 Street City State Zip

How Long? From (Month/Year): _____ To: _____ Rent paid: \$ _____

Lessor: _____ Tel #: _____

2. Name: _____ Title: _____
 First Initial Last

Email: _____ Driver's Lic #: _____

Social Security #: _____ Date of Birth: ___/___/19___

Resident Address: _____
 Street City State Zip

How Long? From (Month/Year): _____ To: _____ Rent paid: \$ _____

Lessor: _____ Tel #: _____

Additional Business Information:

1. Have you or the corporation ever had credit problems? Yes No
2. Have you or the corporation ever had an unlawful detainer filed against you? Yes No
3. Have you or the corporation ever been evicted for non-payment of rent for any other reason? Yes No
4. Have you or the corporation ever filed for bankruptcy? Yes No

In connection with my application for the lease of the above property, I understand that background inquiries will be made on the corporation and/or the officers of the corporation including credit, consumer, business, and other reports, employment history and criminal history. The Landlord and his/her representatives are hereby granted permission to verify all personal information and to obtain any credit reports it deems necessary.

The representations of fact contained in this application and all written materials provided to Landlord are considered part of the lease and are true and correct. I also affirm that the tax returns are identical to those which were submitted to the Internal Revenue Service. If any information I have provided is discovered to be false or misleading, the lease made on the strength of this application may, at the option of the Landlord, be terminated at any time.

I authorize without reservation, any party of agency contacted, to furnish completely and without limitation, any and all of the above mentioned information and any information related thereto. Further I will release from liability and will defend and hold harmless all requesters and suppliers of information in accordance herewith.

Signature: _____ Name (printed): _____

Title: _____ Date: _____

Signature: _____ Name (printed): _____

Title: _____ Date: _____

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PERSONAL FINANCIAL STATEMENT					
					As of _____, 20____
ASSETS			LIABILITIES		
Cash on Hand & in Banks.....	\$ _____		Accounts Payable.....	\$ _____	
Savings Accounts.....	\$ _____		Notes Payable to Banks and Others..... (Describe in Section 2)	\$ _____	
IRA or Other Retirement Account.....	\$ _____		Installment Account (Auto).....	\$ _____	
Life Insurance-Cash Surrender Value Only (Complete section 8)	\$ _____		Installment Account (Other).....	\$ _____	
Stocks and Bonds (Describe in Section 3)	\$ _____		Loan on Life Insurance.....	\$ _____	
Real Estate (Describe in Section 4)	\$ _____		Mortgages on Real Estate..... (Describe in Section 4)	\$ _____	
Vehicle-Present Value.....	\$ _____		Unpaid Taxes..... (Describe in Section 6)	\$ _____	
Other Personal Property (Describe in Section 5)	\$ _____		Other Liabilities..... (Describe in Section 7)	\$ _____	
Other Assets..... (Describe in Section 5)	\$ _____		Total Liabilities.....	\$ _____	
TOTAL	\$ _____		Net Worth.....	\$ _____	
Section 1. Source of Income			Contingent Liabilities		
Salary.....	\$ _____		As Endorser or Co-Maker	\$ _____	
Net Investment Income.....	\$ _____		Legal Claims & Judgments	\$ _____	
Real Estate Income.....	\$ _____		Provision for Federal Income Tax	\$ _____	
Other Income (Describe Below)*	\$ _____		Other Special Debt	\$ _____	
Description of Other Income in Section 1.					
*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payment counted toward total income.					
Section 2. Notes Payable to Banks and Others					
Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (Monthly, etc.)	How Secured or Endorsed Type of Collateral

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Section 3. Stocks and Bonds (Use attachments if necessary.)						
Number of Shares	Name of Securities	Cost	Market Value Quotation/ Exchange	Date of Quotation/ Exchange	Total Value	
Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary)						
Type of Property Address Date Purchased Original Cost Present Market Value Name & Address of Mortgage Broker Mortgage Account Number Mortgage Balance Amount of Payment Per Month/Year Status of Mortgage	Property A	Property B	Property C			
Section 5. Other Personal Property and Other Assets (Describe, an if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency.)						
Section 6. Unpaid Taxes (Describe in detail, as to type, to whom payable, when due, amount, and to what property, it any a tax lien attaches.)						
Section 7. Other Liabilities. (Describe in detail.)						
Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies – name insurance company and beneficiaries)						