



## TENANT LEASE APPLICATION

Please provide all of the information requested below. Incomplete information can delay the processing of your application.

### OCCUPANT(S)

Company \_\_\_\_\_

Address (Main Office) \_\_\_\_\_

Street

City

State

Zip

DBA \_\_\_\_\_  Sole Prop  Partnership  Corp

Corp.No. \_\_\_\_\_

Year Established \_\_\_\_\_

Employer ID # \_\_\_\_\_

Number of Employees \_\_\_\_\_

Type of Business \_\_\_\_\_

Gross Annual Revenue \$ \_\_\_\_\_

Contact Person \_\_\_\_\_

Title \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

### COMMERCIAL RENTAL HISTORY

Present Address \_\_\_\_\_

Street

City

State

Zip

Rent  Own  Rental/ Mortgage Amount Paid Monthly \$ \_\_\_\_\_ To/From \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Landlord Name/Mortgage Co. \_\_\_\_\_

Phone # \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

Previous Address \_\_\_\_\_

Street

City

State

Zip

Rent  Own  Rental/ Mortgage Amount Paid Monthly \$ \_\_\_\_\_ To/From \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Landlord Name/Mortgage Co. \_\_\_\_\_

Phone # \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

### BANKING REFERENCE

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Address \_\_\_\_\_

Street

City

State

Zip

Account # \_\_\_\_\_ Checking \$ \_\_\_\_\_ Savings \$ \_\_\_\_\_ Balance \$ \_\_\_\_\_

Contact \_\_\_\_\_

Phone # \_\_\_\_\_

**OTHER INFORMATION**

**THE PRINCIPALS**

1. \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle  
Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip

2. \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle  
Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip

3. \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle  
Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip

**CREDIT REFERENCES**

1. Company \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Account # \_\_\_\_\_ Contact Person \_\_\_\_\_

2. Company \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Account # \_\_\_\_\_ Contact Person \_\_\_\_\_

3. Company \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Street City State Zip  
Account # \_\_\_\_\_ Contact Person \_\_\_\_\_

**AUTHORIZATION**

**Credit Authorization and Release**

I hereby certify: (i) the information provided is true and correct. (ii) You are hereby authorized to investigate all bank, credit, and trade references, and said references are hereby authorized to release any requested information to you or your nominee, (iii) such authorization shall extend to obtaining a credit profile in considering this application and subsequently for the purpose of update, renewal or extension of such credit or additional credit and for reviewing or collecting the resulting account, (iv) this information may be transmitted by us to you and to underwriter(s) for the purpose of granting to me tenancy, and that by submitting this application, I take full responsibility for transmission thereof, (v) I am over eighteen years, (vi) I acknowledge my rights under the Fair Credit Reporting Act, and (vii) this request is for business and not for consumer purposes.

1. Signature \_\_\_\_\_ Date \_\_\_\_\_  
By \_\_\_\_\_ Title \_\_\_\_\_

2. Signature \_\_\_\_\_ Date \_\_\_\_\_  
By \_\_\_\_\_ Title \_\_\_\_\_

3. Signature \_\_\_\_\_ Date \_\_\_\_\_  
By \_\_\_\_\_ Title \_\_\_\_\_

Statement of Financial Condition as of \_\_\_\_\_, \_\_\_\_\_

Section 3- Balance Sheet					
Assets	Dollars	Jt*	Liabilities	Dollars	Jt*
Cash and Short-term investments (Schedule A)			Outstanding Credit Card Balances		
Stocks & Bonds (readily marketable) (Schedule B)			Taxes Payable		
Unlisted Securities (Schedule C)			Policy Loan (life insurance) (Schedule D)		
Notes Receivable & Accounts Receivable			Mortgages & Obligations Due (Schedule F&G)		
Cash Surrender Value-Life Insurance (Schedule D)			Notes & Accounts Payable (Schedule H)		
General/Ltd Partnership Interests (Schedule E)			Other Liabilities (list)		
Retirement Accounts					
Personal Property					
Automobiles					
Real Estate-Personal Residences (Schedule F)					
Real Estate- Investments (Schedule G)					
Real Estate Investments (Direct & Partnership Interests) (Schedule I)**					
Other Assets (list):					
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
			<b>NET WORTH (total assets minus total Liabilities)</b>		

Section 4 – Income Statement					
Annual Income	Applicant	Co-Applicant	Annual Expenses	Applicant	Co-Applicant
Salary			Home Mortgage (Principal & Interest)		
Bonus & Commissions			Loan Payments (including other R/E)		
Interest & Dividends			Income Tax (State & Federal)		
Alimony, Separate Maintenance, Child Support***			Planned or Required Investments/ Partnership Contributions		
Capital Gains			General Living Expenses		
Real Estate Income			Other Expenses (list):		
Other Income (list)					
<b>GROSS INCOME</b>			<b>TOTAL EXPENSES</b>		

Section 5 – Contingent Liabilities (including brief description)		
	Applicant	Co-Applicant
As endorser or guarantor on notes/ leases/ contracts:		
On Letters of credit:		
Current or pending suits or other litigation:		
Other (Partnerships, ect.) explain:		
<b>TOTAL</b>		

\*Please check if jointly held.

\*\*Schedule I should be used by individuals with extensive real estate investments where additional data may be needed or required by the Bank to properly evaluate the borrower's financial condition. It can be used instead of Schedule G, because it will not be completed by most borrowers or guarantor, it is a separate schedule not printed on this Personal Financial Statement. If it is appropriate for you and have not been provided, please request it from the Bank.

\*\*\* Alimony, separate maintenance, and/or child support income need not be revealed if you do not wish to have it considered as a basis for repaying this.