

TENANT INFORMATION SHEET

BUSINESS INFORMATION

Full Legal Company Name: _____

DBA: _____ Federal Tax ID#: _____

Business Address: _____

Phone #: _____ Web Address: _____

Date Entity was Formed: _____ If a Corporation, State of Inc.: _____

Type of Organization: Corporation Limited Partnership LLC Sole Proprietorship

Name of Officer/Partner: _____ Title: _____

Name of Officer/Partner: _____ Title: _____

Name of Officer/Partner: _____ Title: _____

Name of Officer/Partner: _____ Title: _____

Guarantor: _____ Co-Guarantor: _____

Years in Business: _____ **Number of Employees:** _____ **Annual Gross Income:** _____

Nature of Business: _____

Proposed use of Premises: _____

Person to contact: _____ Email Address: _____

Professional Licenses Held Yes No Type _____ How long? _____

License # _____ State _____

Current Landlord: _____ Phone #: _____

How long?: _____ Owner/Manager's Name: _____

INFORMATION CONCERNING EXISTING LOCATION

What is the size of the facility/office that this new space will replace?: _____

What is the monthly rent for the space that is being replaced?: _____

What is the reason for acquiring the new space?: _____

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____

Date of Birth: _____ Driver's Lic. #: _____ Social Security #: _____

Home Address: _____

Own Rent If rent, owner/mgr. name: _____ Phone #: _____

How long?: _____

Employer: _____ Phone #: _____

Employer's Address: _____

Position: _____ Dates of Employment: _____ Monthly Income: \$ _____

Previous Employer: _____ Phone #: _____

Previous Employer's Address: _____

Position: _____ Dates of Employment: _____ Monthly Income: \$ _____

SPOUSE'S INFORMATION (Required if married)

Name: Last: _____ First: _____ Middle: _____

Date of Birth: _____ Driver's Lic. #: _____ Social Security #: _____

Employer: _____ Phone #: _____

Employer's Address: _____

Position: _____ Dates of Employment: _____ Monthly Income: \$ _____

VEHICLES

Number of company-owned: _____ Type of vehicles: _____

Please answer questions completely on a separate sheet of paper:

- 1) Are there any outstanding tax liens filed or pending against the business? If yes, please explain giving date, amount and agency. Yes No
- 2) Is the business involved in any pending litigation? If yes, please explain. Yes No

OTHER REAL ESTATE OWNED

Address: _____ How long?: _____

PLEASE LIST ALL BANK(S) (Business & Personal)

Name of Bank: _____ Branch: _____ Phone #: _____

Account Name: _____ Account #: _____ Personal Business

Balance: _____

Name of Bank: _____ Branch: _____ Phone #: _____

Account Name: _____ Account #: _____ Personal Business

Balance: _____

Name of Bank: _____ Branch: _____ Phone #: _____

Account Name: _____ Account #: _____ Personal Business

Balance: _____

HAVE YOU EVER FILED FOR BANKRUPTCY?

Business: Yes No When: _____ State filed: _____ Chapter: _____

Personal: Yes No When: _____ State filed: _____ Chapter: _____

Reason for bankruptcy: _____

IN CASE OF AN EMERGENCY PLEASE CONTACT:

Name: _____

Name: _____

Phone #: _____

Phone #: _____

Contact for billings: _____ Email: _____

Phone #: _____ Cell #: _____

Contact for lease renewals: _____ Email: _____

Phone #: _____ Cell #: _____

GUARANTOR (if different than Lessee/Applicant): Name: _____

Date of Birth: _____ Driver's Lic. #: _____ Social Security #: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell #: _____ Fax #: _____

Own Rent If rent, owner/mgr. name: _____ Phone #: _____

How long?: _____ Relationship to Applicant: _____

OTHER REAL ESTATE OWNED

Address: _____ How long?: _____

BANK REFERENCES (Guarantor)

Account Holder Name: _____ Account #: _____

Bank Name: _____ Complete Address: _____

Balance: \$ _____ How long?: _____

Account Holder Name: _____ Account #: _____

Bank Name: _____ Complete Address: _____

Balance: \$ _____ How long?: _____

INTENT OF USE STATEMENT

In your own words, explain what you plan to use the space for and any pertinent information such as but not limited to, TYPE OF BUSINESS, DAYS AND HOURS OF OPERATION, NUMBER OF EMPLOYEES, SPECIFIC TYPE OF WORK TO BE PERFORMED ON PREMISES, ETC. _____

Are you presently in good standing with the Secretary of State? Yes No If No please explain:

If you are not a California corporation, are you authorized by the CA Secretary of State to transact business in the State of California: Yes No

PLEASE ATTACH A CURRENT FINANCIAL STATEMENT AND COPIES OF FEDERAL TAX RETURNS FOR THE LAST 2 YEARS FOR BOTH THE BUSINESS AND YOURSELF. ALSO INCLUDE THE LAST 3 MONTHS BANK STATEMENTS FOR BOTH PERSONAL AND BUSINESS.

I HEREBY GIVE PERMISSION FOR THE INDIVIDUALS AND BUSINESS LISTED ABOVE AS REFERENCES TO PROVIDE FINANCIAL AND CREDIT INFORMATION TO MY PROSPECTIVE LESSOR, HIS MANAGER AND/OR HIS BROKER. I ALSO HEREBY AUTHORIZE THE OWNER AND HIS/HER REPRESENTATIVES TO PERFORM A CREDIT CHECK ON MYSELF AND/OR MY COMPANY.

THE REPRESENTATIONS OF FACT CONTAINED IN THIS APPLICATION ARE CONSIDERED PART OF THE LEASE AND ARE TRUE AND CORRECT. IF ANY INFORMATION HEREIN CONTAINED IS DISCOVERED TO BE FALSE OR MISLEADING, THE LEASE MADE ON THE STRENGTH OF THIS APPLICATION MAY, AT THE OPTION OF THE LESSOR, BE TERMINATED AT ANY TIME. IN ADDITION, THE LESSOR IS HEREBY GRANTED PERMISSION TO VERIFY ALL CREDIT/PERSONAL INFORMATION AND TO OBTAIN ANY CREDIT REPORTS IT DEEMS NECESSARY, INCLUDING UPDATES.

By Lessee:

Executed at: _____

On: _____

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Spouse and/or Partner

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

By Guarantor (if different than Lessee/Applicant):

Executed at: _____

On: _____

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

**** If this is a business partnership, each partner must complete a form entirely.**

FINANCIAL STATEMENT

ASSETS		Personal / Corporate		LIABILITIES		Personal / Corporate	
Cash in banks	\$			Bank Loans	\$		
Savings	\$			Personal Loans	\$		
Automobile	\$			Auto Loans	\$		
Accounts receivable	\$			Accounts Payable	\$		
Real Estate Owned	\$			Mortgage / Rent	\$		
Investments: Bonds & Stocks	\$			Other debts:	\$		
Other	\$						
Total Assets	\$			Total Liabilities	\$		
				Net Worth	\$		

SOURCE OF INCOME				
Base Salary	\$		/ year	
Base Salary	\$		/ year	
Investment Real Estate	\$			
Other	\$			
BANK ACCOUNTS				
Personal / Corp	Name of Bank	Checking / Savings	City	Account Balance
<input type="radio"/> <input type="radio"/>				\$
<input type="radio"/> <input type="radio"/>				\$
<input type="radio"/> <input type="radio"/>				\$
REAL ESTATE OWNED				
Personal / Corp	Address	Est. Value	Amount Owed	
<input type="radio"/> <input type="radio"/>		\$	\$	
<input type="radio"/> <input type="radio"/>		\$	\$	
<input type="radio"/> <input type="radio"/>		\$	\$	