



1264 South Waterman Avenue San Bernardino, California 92407

Phone: 909-890-4259 Fax: 909-890-4289

SignatureOfficeSuites@gmail.com

Rental Requirement Checklist

○ **Application Fees**

\$80 Nonrefundable

○ **Lease Application**

completely Filled out

○ **Bank Statements**

3 months of Business Bank Statements or
3 months of Personal Bank Statements

○ **Business License**

Receipts from city showing proof of application or
Existing Business License

○ **Forms of Identification**

California Driver's License or
California Identification Card
Social Security Card

application process is about 3-5 business days

Bldg. _____ Suite # _____ Rent _____



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OFFICE LEASE APPLICATION

FEE \$80.00. & PHOTO ID ON FILE

Full Legal Name(s)

First

Middle

Last

First

Middle

Last

First

Middle

Last

Current Mailing Address: _____

City, State , Zip _____

Email Address: _____

Tenant Telephone #: _____

Business Telephone# _____

Emergency Contact: _____

Emergency Telephone#: _____

Business Information:

Business Name or Private: _____

Business Details, Type: _____

Business License or SS#: _____

Social Security #: _____

Date of Incorporation: _____

Hours of Operation _____

Website Address: _____

1 of 2

Suite# _____

Professional Reference(s)

Name _____
Telephone Number _____
Email _____
Relationship _____

Name _____
Telephone Number _____
Email _____
Relationship _____

Name _____
Telephone Number _____
Email _____
Relationship _____

I (as tenant) acknowledge, agree and understand that SOS, reserves the right to refuse service to anyone at any time. This application may be rejected by SOS in circumstances deemed undetermined, unqualified, or unfit for tenancy by SOS management. I understand the application fee of \$80.00 is a **non-refundable** fee and is considered a service fee for the application processing. I as business owner(s) and lease applicant(s) will comply with local, state, and federal laws and code compliance. I am willing to undergo routine inspections by SOS and San Bernardino County code compliance with no less than 24 hour notice, I, declare the foregoing information to be true and correct. I, permit contacting of my references and doing a background research on myself and my business to include but not limited to; credit report, criminal background during the application approval process.

Tenant:

Print Name: _____
Signature: _____ Date: _____

Signature Office Suites:

Print Name: _____
Signature: _____ Date: _____