



USER INFORMATION FORM

(We DO NOT do credit checks. We reserve the right to possibly do a soft criminal background check)

Name: _____

Address: _____

Mailing address: _____

Email address: _____

SSN: _____ **DOB:** _____ **SEX:** _____

Business Name: _____

Business Structure: Sole Proprietor: _____ INC: _____ LLC: _____ Non-Profit: _____

TAX IN/ EIN #: _____

Type of Business: _____

Other owners:

Name: _____

Address: _____

Mailing address: _____

Email address: _____

SSN: _____ **DOB:** _____ **SEX:** _____

References (3):

Name: _____

Phone: _____

Email: _____

Relationship: _____

Name: _____

Phone: _____

Email: _____

Relationship: _____

Name: _____

Phone: _____

Email: _____

Relationship: _____

Individuals authorized to be in unit without tenant

Name: _____

Telephone: _____

Relationship: _____

RULES

1. Door access codes, nor front/back door keys, nor security alarm codes/ passwords may not be given to a non-leaseholder without prior authorization of management.
2. Units may not be used for residential purposes.
3. Meeting room must be reserved prior to usage. Reservations must be called in to the front desk of the Executive Suites to avoid charge for meeting room and to receive the key. Any tenant found to violate the meeting room usage policy may possibly lose usage privileges.
4. Please dispose of your food trash each day to avoid pest and odors. The cleaning service will vacuum, dust, and dispose of garbage as well. The cleaning service is 2x weekly and will have access to your office for cleaning purposes.
5. Please be respectful of other tenants and try to keep noise and other possible disruptive behavior to a minimum and confined within your unit.
6. Please keep the common areas, lobby, refreshment area and bathrooms, clean and free from debris and personal items.
7. Lobby area is available without reservation to all tenants for small gathering meetings, eating, etc. Please be respectful of other tenants when using.
8. MCS Executive Center does not accept responsibility for the loss, damage or theft of any personal belongings on premises. It is recommended, but not required, that each tenant carries a Business Owner's Policy (BOP) policy to cover personal belongings in the event of loss, damage or theft.