



OFFICE/RETAIL LEASE APPLICATION

BUSINESS (MANAGING REPRESENTATIVE):

Name: _____ Phone: _____

Email: _____ Soc. Sec. No. _____

Date of Birth _____ Driver's License No.: _____ State: _____

Planned Move-In Date _____ Planned Move-Out Date _____

Intended Purpose for use of Property (including planned work hours): _____

BUSINESS:

Name: _____ Phone: _____

Email: _____ Tax I.D. No. _____

☐ C Corp ☐ S Corp ☐ Gen'l Partnership ☐ L.L.P. ☐ L.L.C. ☐ P.A.

Other Operating Name or DBA: _____

Current Business Address (if applicable): _____

Landlord/Management Company: _____

Contact: _____ Phone: _____

If less than two years at current address, previous Landlord: _____

Previous Address: _____

Contact: _____ Phone: _____

CREDIT REFERENCES: (Credit Card, Mortgage, Loan, etc.):

Creditor: _____ Account Type: _____

Account No.: _____ Phone: _____

Bank Name: _____ Phone: _____

Account No.: _____ Account Type: _____

EMERGENCY CONTACT INFORMATION:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

ATTACH (at least one of) THE FOLLOWING:

- ☐ Last Two (2) Bank Statements
- ☐ Federal Income Tax Returns for the past two years

AUTHORIZATION:

Applicant authorizes Landlord and/or Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any other occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

Notice of Landlord's Right to Continue to Show the Property: Unless Landlord and Applicant enter into a separate written agreement, otherwise the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

Privacy Policy: Landlord's agent or property manager maintains a privacy policy that is available upon request.

Applicant(s) represents that the statements in this application are true and complete. Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and that Landlord is relying on the truthfulness and completeness of the information in making Landlord's decision whether to enter into a lease with Applicant.

APPLICANT(S):

Signature: _____

Printed Name: _____

Title: _____

Signature: _____

Printed Name: _____

Title: _____

Signature: _____

Printed Name: _____

Title: _____

Signature: _____

Printed Name: _____

Title: _____

Signature: _____

Printed Name: _____

Title: _____