



1264 S. WATERMAN AVENUE, SAN BERNARDINO, CA 92408
PH: 909-890-4259 Email: SIGNATUREOFFICESUITES@GMAIL.COM
Website: SIGNATUREOFFICESUITES.COM

RENTAL REQUIREMENT CHECKLIST

- **LEASE APPLICATION** ☐
COMPLETELY FILLED OUT

- **BANK STATEMENTS** ☐
3 MONTHS OF BUSINESS
3 MONTHS OF PERSONAL

- **BUSINESS LICENSE** ☐
COPY OF EXSISTING LICENSE
RECEIPT FROM CITY SHOWING PROOF OF APPLICATION

- **FORMS OF IDENTIFICATION** ☐
CALIFORNIA DRIVERS LICENSE
SOCIAL SECURITY CARD

- **APPLICATION FEES** ☐
\$100 NON REFUNDABLE

APPLICATION PROCESS IS ABOUT 5-10 BUSINESS DAYS

BLDG _____ SUITE _____ RENT _____



1264 South Waterman Avenue San Bernardino, California 92408

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

SignatureOfficeSuites@gmail.com

OFFICE LEASE APPLICATION

FEE \$100.00. & PHOTO ID ON FILE

HOW DID YOU HEAR ABOUT THIS PROPERTY

☐ REFERRAL ☐ DRIVE BY ☐ INTERNET ☐ OTHER

Full Legal Name

First

Middle

Last

Current Address:

City, State, Zip

Email Address:

Own YES ☐ NO ☐

Rent YES ☐ NO ☐

If Renting Landlord Name

Phone

Tenant Telephone #:

Business Telephone#

Emergency Contact:

Emergency Telephone#:

Business Entity Information:

☐ CORP ☐ LLC ☐ INDIVIDUAL

Business Name or Private:

Business Details, Type:

Business License or SS#:

Social Security #:

Date of Incorporation:

Hours of Operation

Website Address:

BLDG _____ SUITE _____ RENT _____

References

Name _____

Telephone Number _____

Email _____

Relationship _____

Name _____

Telephone Number _____

Email _____

Relationship _____

Name _____

Telephone Number _____

Email _____

Relationship _____

I (as a potential tenant) acknowledge, agree, and understand that SIGNATURE OFFICE SUITES reserves the right to refuse service to anyone at any time. This application may be rejected by SIGNATURE OFFICE SUITES in circumstances deemed undetermined, unqualified, or unfit for tenancy by SOS management. I understand the application fee of \$100.00 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 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: _____

BLDG _____ SUITE _____ RENT _____