



# APPLICATION TO LEASE

ATTENTION: \_\_\_\_\_

**THE FOLLOWING INFORMATION MUST BE COMPLETED PRIOR TO ENTERING INTO A LEASE: (Please print or type clearly)**

**Check one:**

Individual:	Personal balance sheet and 2 year's personal tax returns must be provided.
Corporation:	Articles of Incorporation must be provided and 2 year's Annual reports or corporate tax returns.
Partnership:	Partnership Agreement must be provided plus individual partners' current personal financial statements and 2 years' personal tax returns.

Name of Business/Corporation/Partnership/dba: \_\_\_\_\_

Number of years in Business: \_\_\_\_\_

Full description of intended use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Individual  
REQUIRED**

Name of Individual(s) [FirstName/M.I./Last Name]:	Date of Birth	CA Drivers License # :	Social Security #:

**REQUIRED**

Current HOME Address: DO NOT USE P.O. BOX.

Address \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Address \_\_\_\_\_ Suite/Apt. # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_  
 \_\_\_\_\_

Current Residence Landlord/Mortgage Co.: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Corporation**

Please list two (2) officers of the corporation, if incorporated:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone : \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone : \_\_\_\_\_

Corporate Phone: \_\_\_\_\_

**If Partnership or Incorporation less than 10 years, please complete the following:**

Name of Individual(s) [FirstName/M.I./Last Name]:	Date of Birth	CA Drivers License # :	Social Security #:	Title

Present Business Address: \_\_\_\_\_  
Address Suite # City State Zip Code

Current Business Landlord: \_\_\_\_\_ Phone #: \_\_\_\_\_

Years at Location: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Number of Parking Spaces Needed: \_\_\_\_\_ Any Overnight Parking? \_\_\_\_\_

Bank Reference: \_\_\_\_\_ Account #: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please list any Hazardous Substances that will be inside the premises and the approximate amounts:  
\_\_\_\_\_  
\_\_\_\_\_

**Trade References:**

1) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

2) Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

Premises will be a :      a) First time location        
   b) Expansion of an existing business        
   c) Relocation of an existing business     

Have you ever declared bankruptcy or insolvency? \_\_\_\_\_

If so, where and when? \_\_\_\_\_

I hereby give the above references, TRW, and Dun & Bradstreet permission to provide financial and credit information, financial or written (via fax or mail), to the owner of the property which I am now negotiating to lease. The undersigned hereby waives any privacy of credit information rights or regulations.

**Signature**  
By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Signature**  
By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_