



## COMMERCIAL APPLICATION

**Please Print and Complete All Questions. Incomplete Information may result in Automatic Rejection**

Name: \_\_\_\_\_ Social Security: \_\_\_\_/\_\_\_\_/\_\_\_\_  
First Middle Last

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Home Telephone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Marital Status: \_\_\_\_ Spouses Name: \_\_\_\_\_ Social Security #: \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License # \_\_\_\_\_ State: \_\_\_\_ Drivers License # \_\_\_\_\_ State: \_\_\_\_

Current Member of the Military Service: Yes \_\_\_\_ No \_\_\_\_

Present Address: \_\_\_\_\_  
Number Street Apt# City State Zip

How Long at this Address: \_\_\_\_\_ Monthly Rent \$ \_\_\_\_\_ per month

Present Landlord: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Number Street Apt# City State Zip

Previous Landlord: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_ No \_\_\_\_

Present Employer: \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ How long employed: \_\_\_\_\_

Position: \_\_\_\_\_ Monthly Income \$ \_\_\_\_\_ Other Income: \_\_\_\_\_

Source of other income: \_\_\_\_\_ Total Annual Income: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_  
If less than 2 years at current position



Has applicant, spouse, or other potential occupants ever been arrested or indicted for, or convicted of, a felony or misdemeanor Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have any judgments been entered against applicant, spouse, or other potential occupants? Yes\_\_ No \_\_

If yes, please explain: \_\_\_\_\_

Have you ever sued any landlord, managing agent? If yes, please give complete details separately.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List every person/entity you have sued in the last five years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has any landlord, managing agent ever sued you? If yes, please give complete details separately.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List every person/entity who has sued you in the last five years.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you leave your keys with the superintendent at all times so that he can enter in the case of an unforeseen emergency? \_\_\_\_\_ YES \_\_\_\_\_ NO

Personal References (no relatives, employers or landlords)

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_



**BANK REFERENCES**

Bank Name: \_\_\_\_\_ Address: \_\_\_\_\_ Acct. # \_\_\_\_\_

Bank Name: \_\_\_\_\_ Address: \_\_\_\_\_ Acct. # \_\_\_\_\_

Has applicant, spouse, or other potential occupants ever been arrested or indicted for, or convicted of, a felony or misdemeanor Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Have any judgments been entered against applicant, spouse, or other potential occupants? Yes \_\_\_ No \_\_\_

If yes, please explain: \_\_\_\_\_

In case of an emergency, please contact: Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_ (\_\_\_\_) \_\_\_\_\_

**APPLICANT MUST PROVIDE THE FOLLOWING WITH THIS APPLICATION:**

- COPY OF 3 MOST RECENT PAY STUBS
- GREEN CARD, IF NOT CITIZEN
- COPY OF W-2 FORM or TAX RETURN
- SOCIAL SECURITY CARD
- COPY OF 3 RECENT BANK STATEMENTS
- PICTURE IDENTIFICATION
- MOST RECENT RENT BILL
- Non-refundable fee of \$150.00 for the Credit and Housing Report



**FAIR CREDIT REPORTING:**

You agree that we and/or the owner/agent may obtain or use an investigative consumer report in connection with this application to lease a Commercial. Subsequent similar reports may be requested or utilized in connection with an update, renewal or extension of this application or your lease and for any other legitimate business purpose. Upon request, you will be informed whether a consumer report or an investigative consumer report has been obtained, and if such report was obtained, of the name and address of the consumer reporting agency that furnished the report. You agree that we are authorized to obtain consumer reports or investigative reports pertaining to you after you vacate the apartment in order to collect amounts due or for other legitimate business purposes.

I hereby certify that the statements made in this application have been examined by me and are true, correct, and complete to the best of my knowledge. I have no objection to the inquiries to be made in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates owner/agent to reserve or lease a commercial space to me.

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Signature of Applicant

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Date

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Signature of 2<sup>nd</sup> Applicant

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Date

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Signature of Guarantor (if applicable)

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Date

# FINANCIAL STATEMENT

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money markets Funds			To Banks		
Contract Deposit			To Relative		
Investments: Bonds & Stocks -see schedule			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned - see schedule			Other		
Year      Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real Estate - see schedule		
Personal Property & Furniture			Unpaid Real Estate Taxes		
Life Insurance			Unpaid Income Taxes		
Cash Surrender Value			Chattel Mortgages		
Retirement Funds/IRA			Loans on Life Insurance Policies		
401K			(Include Premium Advances)		
KEOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts - itemize		
Other Assets			<b>TOTAL LIABILITIES</b>		
<b>TOTAL ASSETS</b>			<b>NET WORTH</b>		
<b>COMBINED ASSETS</b>					
<b>SOURCE OF INCOME</b>			<b>COMBINED</b>		
	Applicant	Co-Applicant			
Base Salary			<b>CONTINGENT LIABILITIES</b>		
Overtime Wages			As Endorser or Co-maker on Notes	\$	
Bonus & Commissions			Alimony Payments (Annual)	\$	
Dividends and Interest Income			Child Support	\$	
Real Estate Income (Net)			Are you defendant in any legal action?		
Other Income - itemize			Are there any unsatisfied judgments?		
<b>TOTAL</b>			Have you ever taken bankruptcy? Explain:		
<b>GENERAL INFORMATION</b>					
	Applicant	Co-Applicant			
Personal Bank Accounts at			<b>PROJECTED EXPENSES / MONTHLY</b>		
			Maintenance		
Savings & Loans Accounts at			Apartment Financing		
			Other Mortgages		
Purpose of Loan			Bank Loans		
			Auto Loan		
			<b>TOTAL</b>		

**SCHEDULE OF BONDS AND STOCKS**

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

**SCHEDULE OF REAL ESTATE**

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

**SCHEDULE OF NOTES PAYABLE**  
Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date \_\_\_\_\_ 19\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ 19\_\_\_\_

Signature \_\_\_\_\_