



# COMMERCIAL LEASE APPLICATION

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## 1. INDIVIDUAL:

Name: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_ Mobile/Pager: \_\_\_\_\_  
 Soc. Sec. No.: \_\_\_\_\_ Driver License No.: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
 \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Bank Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Your Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 If employed less than two years, please list previous employer: \_\_\_\_\_  
 Previous Employer Address and Telephone: \_\_\_\_\_  
 \_\_\_\_\_

## 2. BUSINESS:

Name: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Tax I.D. No.: \_\_\_\_\_  C Corp  S Corp  Gen'l Partnership  L.T.D.  L.L.C.  P.A.  
 Other Operating Name or DBA: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
 \_\_\_\_\_  
 Current Landlord or Management Company: \_\_\_\_\_  
 Contact & Telephone No.: \_\_\_\_\_  
 If less than two years at current address, please list previous Landlord: \_\_\_\_\_  
 Previous Address & Telephone No.: \_\_\_\_\_  
 \_\_\_\_\_  
 Bank Name: \_\_\_\_\_  
 Bank Address: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
 Bank Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Please list two Credit References, their telephone numbers, and your account number for those references:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Attach or deliver in a secure manner within 5 days after the date of this Application the following:**

- Balance sheet
- Income statement
- Federal income tax returns for the past \_\_\_\_\_ years
- Proof of funds on deposit
- \_\_\_\_\_

**Authorization:** Applicant authorizes Landlord and 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 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.

**Data Security:** If Applicant attaches or delivers nonpublic personal information, like bank account numbers or other financial information, it is recommended that Applicant do so in a secure manner to reduce the risk of fraud or theft.

Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



## AUTHORIZATION TO RELEASE INFORMATION RELATED TO A LEASE APPLICANT

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I, \_\_\_\_\_ (Applicant), have submitted an application to lease a property at \_\_\_\_\_ (address, city, state, zip).

The Landlord, Broker, or Landlord's representative is:

\_\_\_\_\_ (name)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city, state, zip)  
\_\_\_\_\_ (phone) \_\_\_\_\_ (email)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above named person;
- (2) to my current and former landlords to release any information about my rental history to the above named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above named person;
- (4) to my bank, savings and loan, or credit union to provide verification of funds that I have on deposit to the above named person; and
- (5) to the above named person to obtain a copy of my consumer report (credit report) from any consumer-reporting agency and to obtain background information about me.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_