



## **Commercial Lease Application**

### **Premises**

The undersigned hereby makes application to lease the commercial space located at: \_\_\_\_\_ beginning on \_\_\_\_\_, for an initial term of \_\_\_\_\_ year(s) for \$\_\_\_\_\_ per month/ year/ square foot (circle appropriate item), and submits the following information:

### **Occupant of Premises**

Company: \_\_\_\_\_ D&B#: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Officer Submitting Application: \_\_\_\_\_ Title: \_\_\_\_\_

Main (Current) Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

Legal Entity:  Sole Prop  Partnership  Corporation  LLC  Other: \_\_\_\_\_

EIN: \_\_\_\_\_ Year Established: \_\_\_\_\_ Employees: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Gross Annual Revenue: \$ \_\_\_\_\_

### **Manager of Premises**

The manager of the Premises will be: \_\_\_\_\_

Primary Emergency Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Secondary Emergency Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

**Commercial Rental History**

**Current:**

I currently:  Rent  Own- Total Monthly Payment: \$ \_\_\_\_\_ Since: \_\_\_\_\_

Current Address:  (same as above- skip to next) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

Landlord/ Mortgage Company: \_\_\_\_\_ Tel: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Previous:**

I previously:  Rented  Owned- Total Monthly Payment: \$ \_\_\_\_\_

Previous Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Tel: \_\_\_\_\_

Landlord/ Mortgage Company: \_\_\_\_\_ Tel: \_\_\_\_\_

Period of Tenancy: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Financial Information**

**Banking Information:**

Bank #1 Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account #: \_\_\_\_\_  Checking  Savings Balance \$ \_\_\_\_\_

Bank #2 Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account #: \_\_\_\_\_  Checking  Savings Balance \$ \_\_\_\_\_

**Credit References:**

1) Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Account #: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2) Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Account #: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3) Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Account #: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Current Balance Sheet:** Please list all assets and liabilities below, or provide on another sheet

Assets			Liabilities		
Current Assets			Current Liabilities		
Cash and Equivalent	\$		Credit Cards	\$	
Other Current Assets	\$		Other ST Liabilities	\$	
Total Current Assets		\$	Total Current Liabilities		\$
Long Term Assets			Long Term Liabilities, Ret. Earnings and Equity		
Real Estate	\$		LT Liabilities	\$	
Other LT Assets	\$		Retained Earnings	\$	
Total LT Assets		\$	Owner's Equity	\$	
Total Assets		\$	Total Liab. & Equity		\$

**The Principals:**

1) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Birch Management Rental Application Terms and Conditions**

Applicant hereby applies to lease the above described premises for the term and upon the conditions above set forth in the lease and agrees that the rental is to be payable the first day of each month in advance.

Applicant understands that payment of a NON-REFUNDABLE FEE of \$50.00 is required in order to process an application and that Landlord and Agent will not be bound by any representations, agreements, or promises made by representatives or Agents unless contained in the form of the lease signed by Landlord or Agent.

Copies of Applicant's valid driver's license must be returned with the application and signed lease. The application fee is non-refundable for any reason including, but not limited to, rejection of application and withdrawal of application by applicant.

If this application is not approved and accepted by the Landlord or Agent, the security deposit will be refunded. The Applicant hereby waives any claim for damages by reason of non-acceptance and agrees that the Landlord or Agent may reject without stating any reason for so doing.

Applicant authorizes, as a part of Agent's procedure for processing this application, preparation of an investigative consumer report whereby information is obtained through personal interviews with Applicant's references, as may or may not be listed in this report. This inquiry may involve requests for information as to Applicant's character, general reputation and personal characteristics. Permission is hereby granted by Applicant to any credit bureau to verify any information obtained from any source named herein. Applicant hereby authorizes any present or former Landlord to give any information he or she may have regarding Applicant in his or her capacity as Landlord. Further, Applicant hereby releases such Landlord or former Landlord and his or her company or representatives thereof from any and all liability for any damage or injury whatsoever caused for issuing the same.

The above information I have provided is true and correct as of the date of application.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 2: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 3: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 4: \_\_\_\_\_ Date: \_\_\_\_\_

# Applicant Authorization

I/we authorize Birch Management, Inc. to obtain my present and previous occupancy information, as well as any current and previous financial information. This includes any salary or other pertinent information that may assist in completing my rental application. I further authorize Birch Management, Inc. to verify my credit history and perform a criminal record search.

I understand that the information that Birch Management, Inc. obtains is to be used only in the processing of my rental application.

Further, I authorize my current and former Landlords, Bankers, and References, as well as other organizations to provide such information. I hereby release and hold harmless Birch Management, Inc., my current and former landlords, and any other organizations who have provided information from any and all liabilities arising out of the use of such information in connection with my consumer report.

## **Applicant Information**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 1: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 2: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 3: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal 4: \_\_\_\_\_ Date: \_\_\_\_\_