

To Prospective Tenant:

PLEASE PROVIDE THE FOLLOWING WITH YOUR LEASE APPLICATION OR UPON EXECUTION OF CONTRACTS

I. INDIVIDUAL, SOLE PROPRIETORSHIP, GUARANTOR

1. Lease Application
2. Financial Statements (Prefer Certified or Audited):
 - i. Income Tax Returns (last 2 years)
 - ii. Bank Statements (last 3 months)
 - iii. Net Worth Statement
3. Copy of Driver's License
4. Business Plan or Company Summary (If applicable)

II. CORPORATION

1. Lease Application
2. Financial Statements (Prefer Certified or Audited):
 - i. Income Tax Returns (last 3 years)
 - ii. Balance Sheet / Income Statement / Statement of Retained Earnings / Statement of Cash Flows (last 3 years)
 - iii. Annual Report (If available)
3. Articles of Incorporation
4. Corporate Resolution / Authorization to sign
5. Certificate of Good Standing from the State of California or State of Incorporation
6. Company Brochures, Marketing Materials
7. Business Plan (If Private)

III. PARTNERSHIP

1. Lease Application
2. Financial Statements (Prefer Certified or Audited):
 - i. Income Tax Returns (last 3 years)
 - ii. Balance Sheet / Income Statement / Statement of Retained Earnings / Statement of Cash Flows (last 3 years)
3. Partnership Agreement – Statement of Partnership (SOP)
4. Certificate of Good Standing from the State of California
5. Authorization to sign (if not stated in Partnership Agreement)
6. Company Brochures, Marketing Materials
7. Business Plan (If Private)

In order to prevent additional delays, please ensure that all forms are completely filled out and signed.

Rental Application & Tenant Information

COMPANY NAME: _____ Phone: _____

Business Address: _____ Zip Code: _____

Years in Business: _____ Years at Current Location: _____

Current Facility Size: _____ Current Rent: _____ Number of Employees: _____

Present Landlord: _____ Phone: _____

Proposed Use of Premises: _____

Will any Hazardous Materials be Stored or used on the Premises? Yes No If yes, please attach list (i.e. MSDS sheets)

TYPE OF BUSINESS ORGANIZATION: (Complete A, B or C) *[Please see attached list for required documents.]*

A. SOLE PROPRIETORSHIP:

1. Owner's Name: _____ Phone: _____

Residence Address: _____ Zip Code: _____

Do you Own or Rent ? For How Long? _____

Social Security No: _____ CA Driver's License No: _____

B. PARTNERSHIP:

1. Name: _____ Social Security No.: _____

Residence Address: _____ Phone: _____

2. Name: _____ Social Security No.: _____

Residence Address: _____ Phone: _____

By signing below, you hereby declare that the representation of facts contained in the foregoing application are considered part of the lease and are true and correct. If any information herein contained is false, the lease made on strength of this application may, at the option of Landlord, be terminated at any time. ***By signing below, you authorize the Landlord to verify the above statements including, but not limited to, business and individual credit information, now or any time during the lease term.***

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

C. **CORPORATION:** Federal Tax ID: _____ Date Incorporated: _____ State of Inc.: _____

Parent Corp.: _____ Division/Subsidiary of: _____

CORPORATE OFFICERS:

1. Name: _____ Title: _____

Residence Address: _____ Phone: _____

2. Name: _____ Title: _____

Residence Address: _____ Phone: _____

By signing below, you hereby declare that you have been given authority by the Corporation listed above to represent the facts contained in the foregoing application, and that these facts are considered part of the lease and are true and correct. If any information herein contained is false, the lease made on strength of this application may, at the option of Landlord, be terminated at any time. *By signing below, you authorize the Landlord to verify the above statements including, but not limited to, business credit information, now or any time during the lease term.*

Signature: _____ Date: _____

Print Name: _____ Title: _____

LEASE GUARANTOR: _____ Social Security No.: _____

Residence Address: _____

LEASE GUARANTOR: _____ Social Security No.: _____

Residence Address: _____

By signing below, you hereby declare that the representation of facts contained in the foregoing application are considered part of the lease and are true and correct. If any information herein contained is false, the lease made on strength of this application may, at the option of Landlord, be terminated at any time. *By signing below, you authorize the Landlord to verify the above statements including, but not limited to, individual credit information, now or any time during the lease term.*

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

BANK REFERENCES:

Checking: _____ Branch: _____ Account No.: _____

Savings: _____ Branch: _____ Account No.: _____

CREDIT REFERENCES:

Account No.

Phone

Contact

1. _____

2. _____

3. _____

4. _____

Net Worth Form

Client: _____
Company: _____
Address: _____

Current Assets

Cash _____ 0
 Checking Accounts _____
 Savings Accounts _____
 Short-term Bank CD's _____
 Money Market Accounts _____
 Other _____
TOTAL CURRENT ASSETS _____ **0**

Investment Assets

401(k) or 403(b) plans _____
 Annuities _____
 IRAs _____
 Other Retirement Plans _____
 Long-term CDs _____
 Stocks _____
 Bonds _____
 Mutual Funds _____
 Other _____
TOTAL INV. ASSETS _____ **0**

Personal Property

Automobiles _____
 Recreational Vehicles _____
 Home Furnishings _____
 Collectibles _____
 Artwork _____
 Jewelry _____
 Other _____
TOTAL PERSONAL PROP. _____ **0**

Real Estate

Personal Residence _____
 Vacation Home _____
 Rental Property _____
 Land _____
 Other _____
TOTAL REAL ESTATE _____ **0**

TOTAL ASSETS _____ **0**

Current Liabilities

Major Credit Cards _____
 Dept. Store Credit Cards _____
 Medical/Dental Bills _____
 Other _____
TOTAL CUR. LIABILILTIES _____ **0**

LOANS

Automobile Loans _____
 Educational Loans _____
 Personal Loans _____
 Installment Contracts _____
 Home Equity Loans _____
 Other _____
TOTAL LOANS _____ **0**

MORTGAGES

Primary Residence _____
 Vacation Home _____
 Rental Property _____
 Other _____
TOTAL MORTGAGES _____ **0**

TOTAL LIABILITIES _____ **0**

NET WORTH

TOTAL ASSETS _____ 0
 minus TOTAL LIABILITIES _____ 0

NET WORTH **0**