

TENANT LEASE APPLICATION

Legal Entity: _____ How Long Operating?: _____

Is this a Corporation? Yes No Registered? Yes No Pending State: _____

Federal Tax I.D.: _____

Business Address: _____

Phone: #: _____

Fax #: _____

Other #: _____

Nature/Business Use: _____

Retail: _____ Restaurant: _____ Service: _____ Wholesale: _____

APPLICANT INFORMATION

Applicant's Name: _____

First

Middle

Last

Title

Date of Birth: _____ Social Security #: _____

Driver's License #: _____ State: _____

Are you a citizen of the USA? _____ If not, what country? _____

Have you ever filed for bankruptcy? _____ If yes, please state details on a separate page.

Have you ever been convicted of a felony or misdemeanor (other than a minor traffic violation)? _____

Present Home Address: _____

Phone: #: _____

Fax #: _____

Other #: _____

Do you? Own or Rent How Long? _____

Employed By: _____ Position _____

Duties/Responsibilities: _____

How Long? _____ May we contact your employer for a reference? Yes or No

Supervisor Name: _____ Phone: _____

Spouse Name: _____

First

Middle

Last

Title

Spouse DOB: _____ Spouse Social Security #: _____

Driver's License #: _____ State: _____

Is there a co-applicant, other than spouse? _____ If so, Co-applicant must also fill out a Tenant Lease Application.

LANDLORD REFERENCES: List current Current/Previous Landlord(s)

Landlord: _____ Phone#: _____ Contact: _____

BALANCE STATEMENT:

ASSETS:		LIABILITIES:	
Cash:	\$	Mortgage:	\$
Accounts Receivable:	\$	Credit Cards:	\$
Retirement Accounts:	\$	Automobile Loans:	\$
Stocks:	\$	Student Loans:	\$
Mutual Funds:	\$	Business Loans:	\$
Real Estate:	\$	Taxes Owed:	\$
Automobile(s):	\$	Other:	\$
Other:	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Assets:	\$	Total Liabilities	\$

Assets – Liabilities = Net Worth: \$

INCOME:

Salary:	\$
Bonus/Commissions:	\$
Other Income (real estate, dividends, etc. – specify)	\$
Spouse Salary:	\$
Spouse Bonus/Commissions:	\$
Total Annual Income:	\$

We will need the following paperwork from you in order to complete your application:

- Current credit report from all 3 credit reporting bureaus showing credit score on each. (if requested)
- Current banking reference.
- Current Landlord reference if applicable.
- Current personal financial statement signed by individual.
- Last 2 years and YTD P&L and Balance Sheets for corporate entity signed by accountant.
- Last 2 years income tax returns either or both corporate entity and/or personal
- Current bank statements to show available cash.
- Business plan and budget.
- Anything else that will help the landlord to make an informed decision.

-If a corporate entity,

Articles of Incorporation and any amendments
Certificate of Incorporation
Bylaws and any amendments
Certificate of good standing from the State of Georgia
Names of all current directors
Names and titles of all current officers.

-If a limited liability company,

Articles of Organization and any amendments
Regulations and any amendments
Certificate of Filing with Certificate of Formation attached
Names of all members

Names of all managers
Names of all officers, if any
Good Standing Certificate.

-If a general or limited partnership,

Partnership Agreement and any amendments
Certificate of Filing with Certificate of Formation attached
Name of general partner
Name of all limited partners and their partnership interest percentages.

I/We certify that the above is true and correct to the best of my/our knowledge. It is understood and agreed that this information is provided for the use in evaluating the applicant as a Tenant for a Lease.

_____ Signature of Applicant	_____ Date	_____ Signature of Applicant	_____ Date
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Return Completed Application To:

Stephanie Krank
Powell Property Group, Inc.
Email: krankcommercial@gmail.com

Location: _____

Use: _____ Square footage desired: _____

Special Requirements for site/space: _____

Timeframe: _____ Misc: _____