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.

LANLORD 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

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