

# APPLICATION FOR COMMERCIAL LEASE

This is a legally binding contract. If not understood, seek competent advice before signing.

## SUMMARY OF TERMS

Date		Occupancy Date	
Applicant		Monthly Rent & Term of Lease	
Landlord		Security Deposit	Date Received
Premises		Application Fee	<b>\$125.00</b> Date Received

**Application Fee's are non-refundable.** If there are multiple principal owners of the business, each owner must complete the personal information portion on a separate application and submit an additional \$25.00 for each application. This Application for Lease is made on the above Date between Applicant and Landlord for rental of Premises starting on the above Occupancy Date and at the above specified Monthly Rent.

## BUSINESS ENTITY

1	Name of Business & any T/A's		Federal Tax ID (EIN) #	
	Type of Business Entity		Date of incorporation	
	Phone (Office)		FAX	
	Website			
2	Current Address		Previous Address	
	Own/Rent	Years	Own/Rent	Years
	What does/ will your business do?			
3	Annual Gross Revenue (If new business, use projected)			
	Other Income		Source	
	Names of Owners & Principals of company		Addresses & Phone #'s	

**PERSONAL GUARANTOR**

1.	Personal Guarantors Name (Not Business Name)		Social Security #	
	Date of Birth	Phone (H)	Phone (W)	
	Phone (cell)		Email address	
2.	Current Address		Previous Address	
	Own/Rent	Years	Own/Rent	Years
3.	Employer		Employer's Address	
	Position	Length of Time	Gross Annual Salary	
	Other Income		Source	
4.	Emergency contact / relationship		Address & Phone	

**REFERENCES**

Reference 1 / Relationship	Contact info
Reference 2 / Relationship	Contact info
Reference 3 / Relationship	Contact info

I certify that the facts set forth in this Application for Lease are true and complete to the best of my knowledge and belief. I understand that making a known false statement is grounds for denial, termination of lease and/or eviction. I consent that the information provided above may be verified, and I further authorize the Landlord to make any investigation of my residential history, employment history, business history, and credit/financial references of both the business entity and personal guarantor. All such information hereon will be kept confidential. I agree that the required Application Fee will not be refunded for any reason. I further agree that my Security Deposit must be paid in full prior to occupancy and may not be applied as rent; the first month's rent must also be paid before occupying the premises. If I decide not to move in after this Application for Lease has been accepted, I agree that the Security Deposit will not be refunded. If I feel that my Application for Lease has been unfairly denied, I understand that I have the right to call the Landlord's Agent at (804) 615-3098 for additional consideration. I understand that this is an application only, and I acquire no rights in any Property until: 1) Said application is approved by Agent & Landlord 2) Required Deposits are paid in full, and, 3) Lease agreement has been fully executed by all parties. At that time this application becomes part of the lease.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ Processed By \_\_\_\_\_ Date \_\_\_\_\_

Please also attach the following:

- 1) Copy of Valid Driver's license or Picture ID
- 2) Prior 2 Years Income Tax Filing
- 3) Business Plan or "Executive Summary" statement of your business operations