



“Real Estate Specialists”

## Commercial Lease Application

Personal Information					
Applicant					
Last Name	First Name	M.I.	SS#	Driver's License #	DOB
Phone #	Cell #	Work #	e-mail Address		
Co Applicant					
Last Name	First Name	M.I.	SS#	Driver's License #	DOB
Phone #	Cell #	Work #	e-mail Address		
Relationship to Applicant					
Business Information					
Property Applying For					
Type of Business	Name of Business	Lease Term Requested			
Description of Service Provided					
Residence History					
Current Address					
Address					
City		State		Zip Code	
Length at Address		Own or Rent			
Current Landlord/Mortgage Company					
Name	Phone	Address		Payment	
Reason for moving					
Are your payments current?		Late payments in 24 months			
How far behind currently?		How far behind have you been?			
How much security deposit is held by current landlord?					

**Previous Address (if less than two years)**

<b>Address</b>				
<b>City</b>		<b>State</b>		<b>Zip Code</b>
<b>Length at Address</b>		<b>Own or Rent</b>		
<b>Previous Landlord/Mortgage Company</b>				
<b>Name</b>	<b>Phone</b>	<b>Address</b>	<b>Payment</b>	
<b>Reason for moving</b>				
<b>How far behind have you been?</b>				
<b>Have you ever broken a lease, refused to pay rent, or had security deposit withheld?</b>				
<b>Please explain</b>				
<b>Have you ever been evicted or asked to leave a rental unit?</b>				
<b>Please explain</b>				

**Income / Employment**

**Applicant**

<b>Current Employer</b>			
<b>Address</b>			
<b>Gross Monthly Salary</b>		<b>Position</b>	
<b>Self-Employed or Salary</b>		<b>Employment Length</b>	
<b>Phone Number</b>		<b>Full or Part Time</b>	
<b>Previous Employer</b>			
<b>Address</b>			
<b>Gross Monthly Salary</b>		<b>Position</b>	
<b>Self-Employed or Salary</b>		<b>Dates of Employment</b>	
<b>Phone Number</b>		<b>Full or Part Time</b>	
<b>Other Income</b>			

**Co-Applicant**

<b>Current Employer</b>			
<b>Address</b>			
<b>Gross Monthly Salary</b>		<b>Position</b>	
<b>Self-Employed or Salary</b>		<b>Employment Length</b>	
<b>Phone Number</b>		<b>Full or Part Time</b>	
<b>Previous Employer</b>			
<b>Address</b>			
<b>Gross Monthly Salary</b>		<b>Position</b>	
<b>Self-Employed or Salary</b>		<b>Dates of Employment</b>	
<b>Phone Number</b>		<b>Full or Part Time</b>	

<b>Other Income</b>	
---------------------	--

<b>Assets/Expenses</b>
------------------------

<b>Applicant</b>
------------------

<b>Banking Institution</b>			
<b>Average Checking Balance</b>		<b>Savings Balance</b>	
<b>Retirement Account Balance</b>		<b>Other Liquid Assets</b>	

<b>Monthly Expenses</b>
-------------------------

<b>Creditor</b>	<b>Balance</b>	<b>Monthly Payment</b>	<b>Type of Account (Credit/Installment/Mtg)</b>

<b>Co-Applicant</b>
---------------------

<b>Banking Institution</b>			
<b>Average Checking Balance</b>		<b>Savings Balance</b>	
<b>Retirement Account Balance</b>		<b>Other Liquid Assets</b>	

<b>Monthly Expenses</b>
-------------------------

<b>Creditor</b>	<b>Balance</b>	<b>Monthly Payment</b>	<b>Type of Account (Credit/Installment/Mtg)</b>

<b>References</b>
-------------------

<b>Business Trade</b>
-----------------------

<b>Business Name / Contact Person</b>	<b>Phone Number</b>	<b>Contact Name</b>	<b>Email</b>
<b>Nature of Business</b>	<b>Business Address</b>		
<b>Business Name / Contact Person</b>	<b>Phone Number</b>	<b>Contact Name</b>	<b>Email</b>
<b>Nature of Business</b>	<b>Business Address</b>		

<b>Professional / Personal</b>
--------------------------------

<b>Name</b>	<b>Phone Number</b>	<b>Relationship</b>	<b>Length Known</b>

<b>Address</b>
----------------

Name	Phone Number	Relationship	Length Known
Address			

## Documentation

- \_\_\_\_\_ Driver's license or picture ID card
- \_\_\_\_\_ Social Security card
- \_\_\_\_\_ Two of your most recent pay stubs from each source of income
- \_\_\_\_\_ Voided check to verify checking account
- \_\_\_\_\_ Copy of current utility bills
- \_\_\_\_\_ If self-employed, last year's schedule C and proof of current employment

A \$110.00 application fee is charged for the purpose of verifying information furnished on this application. By signing below, you represent that the information provided is true. You also authorize R.E.M.S. to contact any references, obtain your credit report, and verify employment. The \$110 application fee is only refundable if the applicant meets the minimum qualifications, but is not selected because they are not the earliest qualified applicant.

The applicant hereby acknowledges this application will become part of the lease agreement when approved. If any information is found to be false, the application will be rejected and any subsequent rental agreement becomes void. False and/or misleading statements will be sufficient reason for immediate eviction and loss of security deposit.

**\*\*\*Ask about our tenant referral program. You may be eligible to receive a referral credit.\*\*\***

The following Person(s) may be interested in renting a home:

	Phone: _____
	Phone: _____

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

