



## Commercial Application Checklist

- Completed Application (Attached) - Credit Report Will Be Ordered On Individuals
- 2 Years - Tax Returns / W-2's
- 2 Years - Personal / Business Financial Statements
- 2 Months - Bank Statements
- Color Copy of Drivers License
- Description of Business / Business Plan
- Articles of Incorporation (If Incorporated)
- Statement of Information (If Incorporated)

## Commercial Application Instructions

Please list your FULL NAME (first, middle, last) and your social security number in the proper spaces. Date of birth and Drivers License number must also be listed.

1. Please list both your present residence and business address. Do not forget the CITY and ZIP CODE.
2. Information requested regarding your present employment must be filled out completely. Be sure to list your GROSS INCOME in the proper space and provide your most recent documents that verify income.
3. The section for personal refernece and emergency contact must be completely filled in.
4. **Do not forget to sign the application.**
5. Credit and Unlawful Detainer Reports are required on all applicants.

**NOTE:** Please allow the processor at least 48 hours to process your application before calling the office for status. Any missing applications and/or any incomplete applications may cause delay and/or may be returned unprocessed. Unsigned applications will NOT be processed.



**CREDIT AND BACKGROUND INFORMATION**

**BUSINESS INFORMATION**

FULL LEGAL COMPANY NAME: \_\_\_\_\_

DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ Years at location: \_\_\_\_\_

If a corporation or LLC, State of Inc.: \_\_\_\_\_

Name & Address of Agent for Service: \_\_\_\_\_

If a Partnership, Name & Address of General Partner(s): \_\_\_\_\_

If a Limited Liability Company, Name & Address of Managing Member(s): \_\_\_\_\_

If Individual, Name & Address: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Person to Contact: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

**PLEASE LIST ALL BANK(S): (BUSINESS & PERSONAL)**

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Telephone: (        ) \_\_\_\_\_

Account Name: \_\_\_\_\_ Account #: \_\_\_\_\_ Personal or Business  
(Circle One)

Name of Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Telephone: (        ) \_\_\_\_\_

Account Name: \_\_\_\_\_ Account #: \_\_\_\_\_ Personal or Business  
(Circle One)

**TRADE REFERENCES, BUSINESS (IF NONE, PERSONAL)**

Current Landlord's Name: \_\_\_\_\_ Telephone: (        ) \_\_\_\_\_

Address: \_\_\_\_\_ Length of Tenancy: \_\_\_\_\_

Insurance Agency: \_\_\_\_\_ Telephone: (        ) \_\_\_\_\_

Address: \_\_\_\_\_ Agent: \_\_\_\_\_

Other Reference: \_\_\_\_\_ Telephone: (        ) \_\_\_\_\_

Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**PERSONAL INFORMATION:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 FAX: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ DL #: \_\_\_\_\_ State: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_  
 Employer Address: \_\_\_\_\_ Time at Employment: \_\_\_\_\_  
 Occupation: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**HAVE YOU EVER FILED FOR BANKRUPTCY?**

Business:  YES  NO When: \_\_\_\_\_ State: \_\_\_\_\_ Chapter: \_\_\_\_\_  
 Personal:  YES  NO When: \_\_\_\_\_ State: \_\_\_\_\_ Chapter: \_\_\_\_\_

**IN CASE OF EMERGENCY PLEASE CONTACT:**

Name: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_  
 Address: \_\_\_\_\_

**INFORMATION CONCERNING EXISTING LOCATION:**

What is the size of the facility/office that this new space will replace? \_\_\_\_\_  
 What is the reason for acquiring new space? \_\_\_\_\_

I HERBY GIVE PERMISSION FOR THE INDIVIDUALS AND BUSINESS LISTED ABOVE AS REFERENCES TO PROVIDE FINANCIAL AND CREDIT INFORMATION TO MY PROSPECTIVE LESSOR, HIS MANAGER AND/OR HIS BROKER. I ALSO HEREBY AUTHORIZE THE OWNER AND HIS/HER REPRESENTATIVES TO PERFORM A CREDIT CHECK ON MYSELF AND/OR MY COMPANY.

THE REPRESENTATIONS OF FACT CONTAINED IN THIS APPLICATION ARE CONSIDERED PART OF THE LEASE AND ARE TRUE AND CORRECT. IF ANY INFORMATION HEREIN CONTAINED IS DISCOVERED TO BE FALSE OR MISLEADING, THE LEASE MADE ON THE STRENGTH OF THIS APPLICATION MAY, AT THE OPTION OF THE LESSOR, BE TERMINATED AT ANY TIME. IN ADDITION, THE LESSOR IS HEREBY GRANTED PERMISSION TO VERIFY ALL CREDIT/PERSONAL INFORMATION AND TO OBTAIN ANY CREDIT REPORTS IT DEEMS NECESSARY.

Signature: \_\_\_\_\_  
 Name Printed: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_  
 Fax: ( ) \_\_\_\_\_  
 Email: \_\_\_\_\_



This notice is to advise you that an investigative consumer report will be made regarding your character, general reputation, personal characteristics, and mode of living. The name and address of the investigative consumer reporting agency that will prepare the report is:

CoreLogic Rental Property Solutions, LLC  
3001 Hackberry Road  
Irving, Texas 75063

You can receive a copy of this consumer report from:

The Renken Company  
492 W Foothill Blvd.  
Claremont, CA 91711

Check here if you wish to receive a copy of this consumer report.

Additionally, pursuant to Section 1786.22 of the Investigative Consumer Reporting Agencies Act, you have the right upon request to and verification of your identity by CoreLogic Rental Property Solutions, LLC through the submission of proper identification: (1) to visually inspect all files maintained by CoreLogic Rental Property Solutions, LLC regarding you; (2) to receive a list of the recipients of any investigative consumer report about you furnished by CoreLogic Rental Property Solutions, LLC within the three (3)-year period preceding your request. You have the right to request and be provided with the address and telephone number of such recipients.

You may request to visually inspect your files in the following ways:

- **In Person Inspection.** You may inspect the files maintained by CoreLogic Rental Property Solutions, LLC about you in person during normal business hours. You may receive a copy of your file for a fee not to exceed the actual costs of duplicating your file. If you elect to inspect your file in person, you may be accompanied by one (1) other person of your choosing, who shall furnish reasonable identification. CoreLogic Rental Property Solutions, LLC may require you to furnish a written statement granting permission to CoreLogic Rental Property Solutions, LLC to discuss your file in such person's presence.
- **Certified Mail Inspection.** You may request by certified mail to CoreLogic Rental Property Solutions, LLC, along with a copy of proper identification (e.g. valid driver's license, social security account number, military identification card, or credit card), that copies of your files maintained by CoreLogic Rental Property Solutions, LLC be sent to an addressee(s) specified in your request.
- **Telephonic Inspection.** You may request in writing to CoreLogic Rental Property Solutions, LLC, along with a copy of proper identification (e.g. valid driver's license, social security account number, military identification card, or credit card), to be provided with a summary of all information in your file maintained by CoreLogic Rental Property Solutions, LLC by telephone. You will be responsible for any toll charges associated with such a call