

WILEY BROOKS

COMPANY INC.



Commercial Lease Application

Thank you for your Interest In our Units. Please complete all requested Information on the front and back of this form.

Type and Size of Unit Wanted: _____

Desired Date of Occupancy: _____

PERSONAL INFORMATION

APPLICANT'S FULL NAME: _____

FULL ADDRESS: _____ How long? _____

Social Security #: _____ AK Drivers License #: _____

Date of Birth: _____ Phone #: _____

Email: _____ Cell Phone #: _____

Website: _____ After Hours Phone #: _____

(If two applicants put both S.S. #'s, Driver License #'s and DOB's)

COMPANY INFORMATION

BUSINESS NAME: _____ Phone #: _____

CURRENT ADDRESS: _____

Years in Business: _____ Type of Business: _____

Please attach a Current Balance Sheet and a 12 month Profit & Loss statement.

CURRENT LANDLORD

PRESENT ADDRESS: _____

PRESENT LANDLORD: _____ PHONE #: _____

AMOUNT OF RENT: \$ _____ REASON FOR MOVING: _____

CREDIT REFERENCES

Bank: _____ Branch: _____ PHONE #: _____

Checking Account Number: _____ Savings Account Number: _____

Credit Reference: _____ Account Number: _____

Address: _____

Zip Code: _____ PHONE #: _____

Credit Reference: _____ Account Number: _____
Address: _____
Zip Code: _____ PHONE #: _____

Credit Reference: _____ Account Number: _____
Address: _____
Zip Code: _____ PHONE #: _____

Other Reference: _____
Address: _____
Zip Code: _____ PHONE #: _____

I hereby make application for an unit and certify that this information is correct. I authorize you to contact any reference that I have listed.

Applicant's Signature: _____

Date Signed: _____

Signature authorizes WILEY BROOKS COMPANY to complete a full credit check of their own on the applicant(s).

Co-Signed: _____

FOR OFFICE USE ONLY -- DO NOT WRITE BELOW

Background Investigation Information and Authorization

This is an important document that requires your attention. Please review it carefully.

Have you been known by other names in the past five years? Yes No

If yes, please list those names here: _____

Have you plead guilty, or been adjudged, of a criminal offense in a court of law within the last seven (7) year period? Yes No

If yes, please provide details here: _____

1. Criminal History Check

Please provide previous addresses (last 5 years). List current address first.

<i>Street Address</i>	<i>City/State/Zip</i>	<i>Country</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF YOU WISH TO BE CONSIDERED FOR TENANCY, YOU MUST SIGN THIS AUTHORIZATION. PLEASE READ THOROUGHLY.

I, _____, hereby consent and authorize Wiley Brooks Company and/or it's agents to prepare and obtain a consumer report including, but not limited to, information as to my criminal history, employment experience and/or credit history. This report may contain information bearing on my criminal history, (if any), creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Public records may be used in this report, such as civil and criminal court records.

By signing below, I certify that I have read this document carefully, understand it, and agree to it voluntarily and without duress.

I agree that withholding any of the information requested in this document or submitting false information in connection with this document constitutes valid grounds for rejecting the application or the termination of tenancy.

Authorization Signature of Applicant: _____ Date: _____

NEW TENANT CHECKLIST

Prior to move in:

- 1 Complete an application
- 2 Copy of Business License
- 3 Tax ID #
- 4 Two years tax returns (1040 and schedule C) **OR:**
Current years balance sheet **AND** Two years operating statement
- 5 Tenant Improvement Diagram, budget, & schedule
- 6 Diagram Sample for Sign

Move - In Checklist:

- 1 Check payable to WBC Security Deposit Account in the amount of:
- 2 First months rent check payable to _____ in the amount of:
- 3 Certificate of Insurance naming _____ as additional insured
- 4 Verification from gas company for change of utility
- 5 Verification from electric company for change of utility
- 6 Includes up to 3 keys, (additional keys @ \$3.00)

Following move in:

Move in inspection form filled out and returned with the next months rent.
Fill out Emergency Contact Information Sheet and return to Wiley Brooks Company.

EMERGENCY CONTACT INFORMATION

Tenant/Occupants:

Please fill in the information below. It will be held in the strictest of confidence and not used for anyone outside of my office.

Tenant:		Unit #
Website:		After Hrs Ph #:
Office Phone No.:		Fax No.:
Main contact names:	Cell #'s	E-Mail:
Bookkeeping contact name:	Direct #	E-Mail:
Emergency contact names:	Best #	After hours phone #:
Security System: <i>Circle one</i>		Yes No Code:

Remember for any questions, maintenance or concerns log onto our website or e-mail me. Thank you for your assistance.

Laura Cantrell, CPM
Property Manager
laura@wbcak.com
www.wbcak.com