



## Tenant Application

### Location Desired to Rent

\_\_\_\_\_

### Business Entity Information:

Business Name: \_\_\_\_\_

Owner's Complete Legal Name: \_\_\_\_\_

Fed ID# \_\_\_\_\_ Social Security # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Principal business activity \_\_\_\_\_

Number of years in business \_\_\_\_\_ Fax \_\_\_\_\_

### Business Credit References: (Companies you will purchase from)

Supplier: \_\_\_\_\_ Phone \_\_\_\_\_

Goods/Services Purchased \_\_\_\_\_

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

Supplier: \_\_\_\_\_ Phone \_\_\_\_\_

Goods/Services Purchased \_\_\_\_\_

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

### Insurance: Certificate required stating South Central Oil as additional insured.

Carrier \_\_\_\_\_ Agency \_\_\_\_\_

Agent \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### Business Banking:

Bank: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Contact(s) \_\_\_\_\_

Type of Accounts \_\_\_\_\_

### Financial:

During the last 10 years, have you ever:

Filed bankruptcy? Yes\_\_\_ No\_\_\_

Been named as defendant in any legal proceeding? Yes\_\_\_ No\_\_\_

Had judgment or lien filed against you? Yes\_\_\_ No\_\_\_

**Other:**

How were you referred to us? \_\_\_\_\_ Newspaper \_\_\_\_\_ Sign  
\_\_\_\_\_ Driveby \_\_\_\_\_ Other, please describe

Disclosure:

I/We, the undersigned, understand that \_\_\_\_\_ is the leasing agent and representative for the owner/landlord and that the leasing agent's fees, if any, will be paid by the owner/landlord. The undersigned acknowledge that this written notice was received prior to the undersigned receiving a lease agreement.

I/We declare the foregoing information is true and correct, and I/We hereby authorize you to conduct an employment and/or credit check and to verify our references.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW**

<u>Application Verification</u>	<u>Person Contacted</u>	<u>Remarks</u>
Landlord	_____	_____
Employment	_____	_____
Bank	_____	_____
Reference 1	_____	_____
Reference 2	_____	_____
Other	_____	_____
Licence/ID	_____	_____
Credit Report	_____	_____

Verification Completed by: \_\_\_\_\_ Outside Leasing Agent  
Date: \_\_\_\_\_ Name \_\_\_\_\_  
Remarks: \_\_\_\_\_ Company \_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Monthly Base Rent \_\_\_\_\_  
\_\_\_\_\_ x Months of Term \_\_\_\_\_  
\_\_\_\_\_ x Commission % \_\_\_\_\_

**Commission Due** \_\_\_\_\_

**This Application**

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

By \_\_\_\_\_ (Sign)

Date \_\_\_\_\_