



CREDIT APPLICATION - COMMERCIAL PROPERTY

**PERSONAL INFO:**

Owner/Proprietor: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Current Address: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_ Email Address: \_\_\_\_\_  
No. of years at above address: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Drivers License # & State: \_\_\_\_\_ Date Of Birth: \_\_\_\_\_

**BUSINESS INFO:**

Business Name: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Business Fax: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
No. of years in business: \_\_\_\_\_ Landlord's Name: \_\_\_\_\_  
Business ID Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

- Corporation     Partnership     Proprietorship     Individual     Incorporated Within Last 12 months

*Please list all Officers below: (President, Vice President, Treasurer, etc.)*

Name	Title	Business Address	Phone Number
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Name	Title	Business Address	Phone Number
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**BANKING:**

Bank Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Account Rep Name: \_\_\_\_\_

**REFERENCES:**

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Name	Address	Phone Number
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Name	Address	Phone Number
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Name	Address	Phone Number
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*I certify that the above information is true and correct and hereby authorize verification of the above information, including but not limited to, obtaining a credit report, and I agree to furnish additional credit referenced or information if so requested.*

\_\_\_\_\_  
Applicant Signature & Title

\_\_\_\_\_  
Date

**Please Note That "PERSONAL INFO" Is Required For Each Applicant/Officer**



## 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
- Copy of Drivers License
- Description of Business/Business Plan
- Articles of Incorporation With Officer's List (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 Driver's License number must also be listed.

1. Please list both your present residence and business addresses. Do not forget the CITY and ZIP CODE.
2. Information requested regarding your present employment must be filled in 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 reference 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.