

Application To Lease Commercial Space



**BEN FREDERICK REALTY**  
BALTIMORE'S APARTMENT PROPERTY SPECIALIST

Property Address \_\_\_\_\_  
 Unit Number \_\_\_\_\_  
 Base Rental Rate \_\_\_\_\_  
 Occupancy Date \_\_\_\_\_

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

Proprietorship  Partnership  C-Corporation  S-Corporation  LLC  LLP

Fed Tax ID Number \_\_\_\_\_ Year Business Was Established \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Web Site \_\_\_\_\_ E-mail \_\_\_\_\_

Last Year's Sales \_\_\_\_\_ Numb of employees \_\_\_\_\_

In what state is the business incorporated? \_\_\_\_\_  Franchise  Independent  Co.-Owned Chain

What licenses are required for your business? \_\_\_\_\_

Describe the Products and Services Your Business Provides: \_\_\_\_\_

\_\_\_\_\_

Describe Your Typical Customer: \_\_\_\_\_

\_\_\_\_\_

Who are your competitors? \_\_\_\_\_

Describe Your Competitive Advantage, that is, why do customers come to you instead of your competitor:

\_\_\_\_\_

How do you market or advertise your business? \_\_\_\_\_

\_\_\_\_\_

In what other locations does your business operate?

**Balance Sheet For The Business**

Cash	_____	Inventory Purchased on Credit	
Accts Receivable	_____	Lender1:	_____ Bal due: _____
Inventory	_____	Lender2:	_____ Bal due: _____
Equipment	_____	Lender3:	_____ Bal due: _____
Supplies	_____	List Credit Cards	_____
Real Estate	_____		_____
Vehicles	_____		_____
Total Assets	_____	Investors	_____
Total Liabilities	_____	Total Liabilities	_____
Net Worth	=====		

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Business Income Statement		List all Officers / Members / Partners
Sales	_____	Name / Address / Phone / %ownership _____
Services	_____	_____
Other Income	_____	_____
Total Income	_____	_____
Cost of Goods Sold	_____	_____
Payroll	_____	_____
Taxes	_____	_____
Insurance	_____	_____
Rent	_____	_____
Utilities	_____	_____
Advertising	_____	_____
Supplies & Equip	_____	_____
Other	_____	_____
Misc.	_____	_____
Total Expenses	_____	_____
Net Income	_____	_____

**Personal Data**

Applicant's Name \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_  Own  Rent E-mail: \_\_\_\_\_

Prev Address \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  Unmarried  Married  Separated

Education: Years of school completed: \_\_\_\_\_ Monthly Rent or Mortgage Payment: \_\_\_\_\_

Work History: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Prev Employer \_\_\_\_\_

How long have you been in this line of work? \_\_\_\_\_

Personal Income	Declarations
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Salary	_____	Are there any judgments against you? <input type="checkbox"/> yes <input type="checkbox"/> no
Bonus	_____	Have you had property foreclosed upon or given deed in lieu thereof in the last 7 years? <input type="checkbox"/> yes <input type="checkbox"/> no
Commissions	_____	
Dividends/Interest	_____	Are you a party to a lawsuit? <input type="checkbox"/> yes <input type="checkbox"/> no
Rental Income	_____	Are you obligated to pay alimony, child support, or sep maint? <input type="checkbox"/> yes <input type="checkbox"/> no
Other	_____	Are you a co-maker or endorser on a note? <input type="checkbox"/> yes <input type="checkbox"/> no
Total Income	_____	

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Personal Assets		Personal Liabilities			
Cash in Banks & Savings Institutions		<b>Home Mortgage</b>			
Bank Name	Balance	Name	mo pmt	#pmts left	Balance
		<b>Vehicle Loans</b>			
Stocks, Bonds, Mutual Funds		Name	mo pmt	#pmts left	Balance
Name	Balance				
		<b>Student Loans</b>			
		Name	mo pmt	#pmts left	Balance
Life Insurance Cash Value					
Death Benefit (\$_____)					
Market Value of Home		<b>Credit Cards &amp; other personal loans</b>			
Market Value of Rental Prop.		Name	mo pmt	#pmts left	Balance
Retirement Plans, 401(k), IRA, etc.					
Name	Balance				
Vehicles:(make, mod, & year)	Market Value				
		<b>Alimony, Child Support, and Separate Maintenance</b>			
Other Assets		paid to;			monthly amount
		<b>TOTAL LIABILITIES</b>			
<b>TOTAL ASSETS</b>		<b>NET WORTH</b>			

I hereby affirm that my answers on this application to lease are true and correct. I have not knowingly withheld any fact or circumstance, which would, if disclosed, affect my application unfavorably. I authorize you to secure an investigative report which may contain a consumer credit report, a criminal history records investigation, verification of my residences, landlord references, employment, and income. I authorize you and your agents to verify any and all information contained in this application and to inquire into my character, general reputation, personal characteristics and I release all concerned from any liability in connection with any information they give.

I have also been advised that I have the right, under the federal Fair Credit Reporting Act (FCRA), Section 606 (B) to make a written request of you, within a reasonable time, for a complete and accurate disclosure of the nature and scope of the investigation. I acknowledge receipt of the summary of consumer rights required by Section 609 of the FCRA, entitled, A Summary of Your Rights Under the Fair Credit Reporting Act. Completing this Application to Lease Commercial Space does not obligate the Landlord to Rent to me or the Applicant. Applicant is not authorized to take possession of the Space. Once a deposit is paid, if applicant cancels his/her move-in or misrepresents any fact in this application, landlord reserves the right to retain all of the deposits as compensation for actual damages incurred

x

x

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**Landlord References**

Address: \_\_\_\_\_  
Business: \_\_\_\_\_  
Dates: \_\_\_\_\_ to \_\_\_\_\_  
Landlord: \_\_\_\_\_  
Landlord Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
Business: \_\_\_\_\_  
Dates: \_\_\_\_\_ to \_\_\_\_\_  
Landlord: \_\_\_\_\_  
Landlord Phone # \_\_\_\_\_

Address: \_\_\_\_\_  
Business: \_\_\_\_\_  
Dates: \_\_\_\_\_ to \_\_\_\_\_  
Landlord: \_\_\_\_\_  
Landlord Phone # \_\_\_\_\_

***Additional Documents to include with your application:***

- Copy of Drivers License
- Copy of Social Security Card
- Copy of Business License (if applicable)
- Copy of Bank Statements (2 months each)