



HL Commercial Real Estate

COMMERCIAL TENANT LEASE/RENTAL CREDIT APPLICATION AND INSTRUCTIONS

1. Please fill in all applicable information, print, and then sign and date on the bottom of the last page. DO NOT Docusign the application as we require an original signature.
2. Please attach copies of any extra documents supporting verification of your income stated in the application (W-2, pay stubs, tax returns, business P/L statements, bank statements, etc).
3. Please mail or personally deliver your application, \$60.00 Application Processing Fee, and all attached materials to HL Commercial Real Estate. If you elect to send your application to us by email you assume all risks associated with theft of your personal or business information sent in a non-secured or non-encrypted method.

HL Commercial Real Estate will not begin processing your application until we receive your **\$60.00 Application Processing Fee** and a completed, signed and dated application along with copies of the documents indicated in the application.

Application Processing Fee

HL Commercial Real Estate requires a **\$60.00 Application Processing Fee** from each applicant, which includes one business entity.

What is the Application Processing Fee Used and Can I obtain a Refund?

The Application Processing Fee is used by HL Commercial Real Estate to obtain a personal credit report for each applicant from a national credit reporting agency, verify landlord references, process the application, and notify the applicant if their application has been accepted or rejected by the landlord. Application Processing Fees for Commercial Lease/Rental Applicants are non-refundable.



COMMERCIAL TENANT LEASE/RENTAL & APPLICATION AND AUTHORIZATION TO OBTAIN CREDIT REPORT

HL Commercial Real Estate

Note: Your application fee must be received before we begin processing your application

Please fax completed application to: 415.446.4242 or hand deliver, or mail to:

4304 Redwood Hwy, Ste 200, San Rafael, CA 94903

ATTENTION TO HL COMMERCIAL REAL ESTATE AGENT NAME:

APPLICANT'S PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	MR	MRS	MS	
<u>CURRENT RESIDENCE ADDRESS</u>	CITY	STATE	ZIP CODE	OWN	RENT	HOW LONG?
DATE OF BIRTH	SOCIAL SECURITY NUMBER	CELL PHONE #	WORK PHONE #	EMAIL ADDRESS		
<u>PRIOR RESIDENCE ADDRESS</u>	CITY	STATE	ZIP CODE	OWN	RENT	HOW LONG?

APPLICANT'S EMPLOYMENT INFORMATION (If self employed, or owner of business, skip to next section)

<u>CURRENT EMPLOYER NAME</u>	TYPE OF BUSINESS	APPLICANT'S POSITION	YEAR STARTED
<u>CURRENT EMPLOYER ADDRESS</u>	CITY	STATE	ZIP CODE
<u>CURRENT EMPLOYER BUSINESS TELEPHONE#</u>	CONTACT PERSON TO VERIFY EMPLOYMENT	APPLICANT'S CURRENT GROSS INCOME/MONTH	
<u>PRIOR EMPLOYER NAME</u>	TYPE OF BUSINESS	APPLICANT'S POSITION	YEAR STARTED
<u>PRIOR EMPLOYER ADDRESS</u>	CITY	STATE	ZIP CODE
<u>PRIOR EMPLOYER BUSINESS TELEPHONE#</u>	CONTACT PERSON TO VERIFY EMPLOYMENT	APPLICANT'S PRIOR GROSS INCOME/MONTH	

SELF EMPLOYED OR BUSINESS OWNER INFORMATION

NAME OF BUSINESS	TYPE OF BUSINESS	BUSINESS TELEPHONE	BUSINESS WEBSITE		
<u>CURRENT BUSINESS ADDRESS</u>	CITY	STATE	ZIP CODE	BUSINESS TAX IDENTIFICATION #	
BUSINESS ENTITY:	SOLE PROPRIETORSHIP	"S" OR "C" CORP	LIMITED LIABILITY CORP	NON-PROFIT CORP	PARTNERSHIP
APPLICANT'S POSITION/TITLE	APPLICANT'S GROSS MONTHLY COMPENSATION		YEAR BUSINESS STARTED		
BUSINESS BANK NAME	BANK CONTACT PERSON	BANK CONTACT PHONE#	BRANCH LOCATION		

LANDLORD REFERENCE INFORMATION

THIS IS A NEW BUSINESS AND THIS WILL BE OUR FIRST LOCATION

<u>CURRENT LANDLORD NAME</u>	<u>CURRENT LANDLORD TELEPHONE#</u>	HOW LONG AT <u>CURRENT LOCATION</u>	<u>CURRENT MONTHLY RENT</u>
<u>PRIOR LANDLORD NAME</u>	<u>PRIOR LANDLORD TELEPHONE#</u>	HOW LONG AT <u>PRIOR LOCATION</u>	<u>PRIOR MONTHLY RENT</u>

APPLICANT'S OTHER INFORMATION

YES NO

HAVE YOU OR YOUR BUSINESS EVER FILED FOR BANKRUPTCY?

HAVE YOU OR YOUR BUSINESS EVER HAD A PROPERTY FORECLOSURE?

HAVE YOU OR YOUR BUSINESS EVER BEEN A DEFENDANT IN AN UNLAWFUL DETAINER (EVICTION)?

HAVE YOU OR YOUR BUSINESS EVER WITHHELD RENT FROM A LANDLORD FOR ANY REASON?

If yes to any of the above questions, please attach a detailed explanation: Explanation Attached:

OTHER DOCUMENTS ATTACHED (Please check the boxes indicating any attached items)

CURRENT PERSONAL FINANCIAL STATEMENT

CURRENT YEAR TO DATE BUSINESS BALANCE SHEET

BUSINESS PROFIT AND LOSS STATEMENT FOR THE PAST 2 YEARS, PLUS A CURRENT YEAR TO DATE

MOST RECENT 2 YEARS FEDERAL INCOME TAX RETURNS

MOST RECENT BUSINESS OR PERSONAL BANK ACCOUNT STATEMENTS

VERIFICATION OF APPLICANT'S IDENTITY (Please check the box below indicating attached document)

VALID STATE DRIVER'S LICENSE WITH PHOTOGRAPH

VALID STATE IDENTIFICATION CARD WITH PHOTOGRAPH

VALID PASSPORT WITH PHOTOGRAPH

CERTIFICATION AND AUTHORITY TO OBTAIN AND SHARE INFORMATION. The undersigned certifies that the information contained in this application is true, correct and complete; and, authorizes HL Commercial Real Estate ("HLC") to supply or obtain any information necessary to process this application; and, further authorizes any person or credit reporting agency to furnish HLC any information it may have or obtain in response to your credit application. The undersigned further understands and agrees that an Owner/Landlord may enter into a lease, sub-lease or sales contract in reliance on the information provided in my application. If any of the information provided is misstated or false an Owner/Landlord may deny your application or terminate any agreement entered into in reliance on such misstatements. HLC is authorized to release the information and any credit history report based on this application to any Owner/Landlord (and their broker or other representatives) as we may be verbally instructed by the applicant.

RECORDS DESTRUCTION POLICY. Your application and related documents are kept for a minimum of (3) years from the date received. Applications deemed ready to be destroyed are shredded or otherwise rendered unreadable. You are entitled to a copy of your application and/or credit history reports upon request. We are not a credit reporting agency and do not have the ability to amend, correct or modify any information provided by other parties in your credit report or other tenant history. Upon request, we will provide you the contact information of any credit reporting agency or other party that has provided information in connection with your application.

Application Processing Fees HL Commercial Real Estate charges an application processing fee of sixty dollars (\$60.00) for each applicant. This fee is based on our actual cost of obtaining a credit history report, and our processing and verification of information in your application. The fee is due before we begin processing your application, and any checks should be made payable to "HL Commercial Real Estate." No portion of the application fee is refundable unless we do not obtain a credit history report or process or verify your application information; in which case, we will refund any portion of the fee where we did not incur a cost or did not process the application.

Applicant Signature

Date

For Office Use Only

Transaction Type **Property Address:** _____
Lease Sale **HLC Agent(s):** _____ **HL Client:** _____
 Fee Collected\$: _____ **Returned \$:** _____