



COMMERCIAL APPLICATION

Please Print and Complete All Questions. Incomplete Information may result in Automatic Rejection

Name: _____ Social Security: _____ / _____ / _____
First Middle Last

Date of Birth _____ / _____ / _____ Home Telephone: (____) _____ Cell Phone: (____) _____

Email Address: _____

Marital Status: _____ Spouses Name: _____ Social Security #: _____ / _____ / _____

Driver's License # _____ State: _____ Driver's License # _____ State: _____

Current Member of the Military Service: Yes ___ No ___

Present Address: _____
Number Street Apt# City State Zip

How long at this address: _____ Monthly Rent \$ _____ per month

Present Landlord: _____ Telephone: (____) _____

Previous Address: _____
Number Street Apt# City State Zip

Previous Landlord: _____ Telephone: (____) _____

Are you currently employed? Yes ___ No ___

Present Employer: _____ Telephone (____) _____

Address: _____ How long employed: _____

Position: _____ Monthly Income \$ _____ Other Income: _____

Source of other income: _____ Total Annual Income: _____

Previous Employer: _____ Telephone: (____) _____

If less than 2 years at current position



Has applicant, spouse, or other potential occupants ever been arrested or indicted for, or convicted of, a felony or misdemeanor Yes _____ No _____

If yes, please explain: _____

Have any judgments been entered against applicant, spouse, or other potential occupants? Yes No _

If yes, please explain: _____

Have you ever sued any landlord, managing agent? If yes, please give complete details separately.

List every person/entity you have sued in the last five years.

Has any landlord, managing agent ever sued you? If yes, please give complete details separately.

List every person/entity who has sued you in the last five years.

Will you leave your keys with the superintendent at all times so that he can enter in the case of an unforeseen emergency? _____ YES _____ NO

Personal References (no relatives, employers or landlords)

1. Name: _____
Address: _____
Email: _____ Phone: _____

2. Name: _____
Address: _____
Email: _____ Phone: _____

3. Name: _____
Address: _____
Email: _____ Phone: _____



BANK REFERENCES

Bank Name: _____ Address: _____ Acct. # _____

Bank Name: _____ Address: _____ Acct. # _____

Has applicant, spouse, or other potential occupants ever been arrested or indicted for, or convicted of, a felony or misdemeanor Yes _____ No _____

If yes, please explain: _____

Have any judgments been entered against applicant, spouse, or other potential occupants? Yes _____ No _____

If yes, please explain: _____

In case of an emergency, please contact: Name: _____

Address: _____ Telephone: __ (____) _____

APPLICANT MUST PROVIDE THE FOLLOWING WITH THIS APPLICATION:

- COPY OF 3 MOST RECENT PAY STUBS
- GREEN CARD, IF NOT CITIZEN
- COPY OF W-2 FORM or TAX RETURN
- SOCIAL SECURITY CARD
- COPY OF 3 RECENT BANK STATEMENTS
- PICTURE IDENTIFICATION
- MOST RECENT RENT BILL
- Non-refundable fee of \$150.00 for Credit & Criminal background check
- We reserve the right to request additional documents



FAIR CREDIT REPORTING:

You agree that we and/or the owner/agent may obtain or use an investigative consumer report in connection with this application to lease a Commercial Space or Apartment. Subsequent similar reports may be requested or utilized in connection with an update, renewal or extension of this application or your lease and for any other legitimate business purpose. Upon request, you will be informed whether a consumer report or an investigative consumer report has been obtained, and if such report was obtained, of the name and address of the consumer reporting agency that furnished the report. You agree that we are authorized to obtain consumer reports or investigative reports pertaining to you after you vacate the apartment in order to collect amounts due or for other legitimate business purposes.

I hereby certify that the statements made in this application have been examined by me and are true, correct, and complete to the best of my knowledge. I have no objection to the inquiries to be made in the future for the purpose of verifying the facts herein stated or determining the qualifications of my application. I understand that the filing of this application in no way obligates owner/agent to reserve or lease a commercial space to me.

Signature of Applicant

Date

Signature of 2nd Applicant

Date

Signature of Guarantor (if applicable)

Date



One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize **Houlihan Parnes Properties** to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize **Houlihan Parnes Properties** to charge my credit card account indicated below for \$150 on or after _____. This payment is for the processing of the Application and Credit Screening.

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: Visa MasterCard AMEX Discover

Cardholder Name _____

Credit Card Number _____

Expiration Date _____

Security Code _____

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

FINANCIAL STATEMENT

Name (s) _____

Address _____

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____ 19_____.

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money markets Funds			To Banks		
Contract Deposit			To Relative		
Investments: Bonds & Stocks -see schedule			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned - see schedule			Other		
Year Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real		
Personal Property & Furniture			Estate - see schedule		
Life Insurance			Unpaid Real Estate Taxes		
Cash Surrender Value			Unpaid Income Taxes		
Retirement Funds/IRA			Chattel Mortgages		
401K			Loans on Life Insurance Policies		
KEOGH			(Include Premium Advances)		
Profit Sharing/Pension Plan			Outstanding Credit Card Loans		
Other Assets			Other Debts - itemize		
TOTAL ASSETS			TOTAL LIABILITIES		
COMBINED ASSETS			NET WORTH		
SOURCE OF INCOME			COMBINED		
	Applicant	Co-Applicant			
Base Salary			CONTINGENT LIABILITIES		
Overtime Wages			As Endorser or Co-maker on Notes	\$	
Bonus & Commissions			Alimony Payments (Annual)	\$	
Dividends and Interest Income			Child Support	\$	
Real Estate Income (Net)			Are you defendant in any legal action?		
Other Income - itemize			Are there any unsatisfied judgments?		
TOTAL			Have you ever taken bankruptcy? Explain:		
GENERAL INFORMATION			PROJECTED EXPENSES / MONTHLY		
	Applicant	Co-Applicant			
Personal Bank Accounts at			Maintenance		
Savings & Loans Accounts at			Apartment Financing		
			Other Mortgages		
			Bank Loans		
Purpose of Loan			Auto Loan		
			TOTAL		

SCHEDULE OF BONDS AND STOCKS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date _____ 19____

Signature _____

Date _____ 19____

Signature _____