



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>

