



Leasing Application

Date Submitted: _____ Applicant Name: _____

Property Address: _____

SECTION 1 - COMPANY INFORMATION

Company Name / DBA: _____

Entity Type: Sole Proprietor Partnership LLC Corporation

Name of Signer(s) on Lease: _____

Entity Number: _____ Years in Business: _____

Main Contact Person: _____ Business Number: _____

Email Address: _____ Cell Number: _____

Current Address: _____

Reason For Leaving: _____

SECTION 2 - PERSONAL INFORMATION

Full Name: _____

Current Address: _____

Date of Birth: _____ Social Security #: _____

Email: _____ Driver's License #: _____

How Long at Current Address: _____ Rent or Own: _____

Lender/Landlord Number: _____ Monthly Payment: _____

Previous Address: _____

Marital Status: Married Unmarried Separated

SECTION 3 - EMPLOYMENT INFORMATION

Employer: _____ Employer Phone: _____

Employer Address: _____

Length of Employment: _____ Monthly Salary: _____

Job Title: _____



SECTION 4 - FINANCIAL INFORMATION (COMPANY)

Bank Name(s): _____

Total Cash in Bank (Include Checking and Savings): _____

Total Annual Income: _____ (A)

Total Annual Expenses: _____ (B)

NET INCOME: _____ (**"A" minus "B"**)

Total Assets: _____ (C)

(Cash, Stocks, Bonds, Notes, Automobiles, Real Estate, Businesses, Personal Items, Life Insurance)

Total Liabilities: _____ (D)

(Notes Payable, Mortgage, Taxes, Interest, Car Loan, Credit Card Balances, Liens)

NET WORTH: _____ (**"C" minus "D"**)

SECTION 5 - FINANCIAL INFORMATION (PERSONAL)

Bank Name(s): _____

Total Cash in Bank (Include Checking and Savings): _____

Bank Name(s): _____

Total Cash in Bank (Include Checking and Savings): _____

Total Annual Income: _____ (A)

Total Annual Expenses: _____ (B)

NET INCOME: _____ (**"A" minus "B"**)

Total Assets: _____ (C)

(Cash, Stocks, Bonds, Notes, Automobiles, Real Estate, Businesses, Personal Items, Life Insurance)

Total Liabilities: _____ (D)



(Notes Payable, Mortgage, Taxes, Interest, Car Loan, Credit Card Balances, Liens)

NET WORTH: _____ (“C” minus “D”)

SECTION 6 - OTHER INFORMATION

Are there any judgements against you?	Yes	No	
How you declared bankrupt in the last 15 years?	Yes	No	
Have you ever been more than 1 month in default or breach a lease?	Yes	No	
Have you been evicted in the last 10 years?	Yes	No	
Are you a maker, endorser or guarantor on any other loan/contract?	Yes	No	

SECTION 7 - PROPOSED LEASE TERMS

Estimated Lease Commencement Date (Start Date): _____

Proposed Use: _____

Base Rent: _____ Term (Years of Lease): _____

Option: _____ NNN: _____

Approx SF: _____ Rent Escalation: _____

Security Deposit: _____ Interested Unit: _____

Other: _____

Thank you for your interest in leasing commercial space exclusively listed by Donald La. Please email completed application to donaldla@kw.com. For any questions, please contact our office at 626-824-8853. We look forward to working with you.

The undersigned certifies that all of the information furnished is true and correct to the best of my knowledge. The undersigned also authorizes verification of this information and the obtaining of credit information. **Enclosed with this application is a \$40 non-refundable payment for the processing of the Credit Application.**

Signature 1: _____ Date: _____

By: _____ Title: _____

Signature 2: _____ Date: _____

By: _____ Title: _____

Donald La
Phone: 626-824-8853
Email: donaldla@kw.com



CHECKLIST (COMPANY)

- 1) Completed Application
- 2) Copy of current year's financials statements (profit & loss statement)
- 3) Copy of company's Articles of Incorporation/Organization, Bylaws, Statement of Information, and Corporate Resolution
- 4) Company's Tax Returns (Past 2 Years)
- 5) Company's Bank Statements (Past 3 Months)
- 6) Copy of most recent (2 months) pay stub or proof of income
- 7) Copy of Signer's Driver's License
- 8) \$40 Credit Report Check (Payable by Check, Cash, or Money Order)

CHECKLIST (INDIVIDUAL)

- 1) Completed Application
- 2) Bank Statements (Past 3 Months)
- 3) Tax Returns (Past 2 Years)
- 4) Copy of most recent (2 months) pay stub or proof of income
- 5) Copy of Driver's License
- 6) \$40 Credit Report Check (Payable by Check, Cash, or Money Order)