

# COMMERCIAL LEASING APPLICATION



Please be prepared to pay the non-refundable fee as outlined in the property listing. In addition to this rental application, you will also be required to provide a copy of a valid form of identification and proof of income.

To complete this rental application, you must be prepared to provide residential history as well as contact information for your rental references. You will also be asked to provide information on your income that will be backing your business.

If there are multiple applications for the same property we will choose the best overall application no matter the time frame that the applications were received.

Once the application is approved, the full security deposit is required to hold any property. Applications will continue to be accepted until a full security deposit is received from approved applicants. The first full month's rent will be collected on or before the lease is signed and the prorated rent (if any) will be collected on the first day of the second month of the commencement date. All rents are due on the 1st day of the month.



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### 1. INDIVIDUAL:

Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Mobile/Pager: \_\_\_\_\_  
Soc. Sec. No.: \_\_\_\_\_ Driver License No.: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Home Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
\_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Bank Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Your Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Employer Address: \_\_\_\_\_  
If employed less than two years, please list previous employer: \_\_\_\_\_  
Previous Employer Address and Telephone: \_\_\_\_\_  
\_\_\_\_\_

### 2. BUSINESS:

Name: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_  
Tax I.D. No.: \_\_\_\_\_ ☐ C Corp ☐ S Corp ☐ Gen'l Partnership ☐ L.T.D. ☐ L.L.C. ☐ P.A.  
Other Operating Name or DBA: \_\_\_\_\_  
Home Address: \_\_\_\_\_ How long at this address? \_\_\_\_\_  
\_\_\_\_\_  
Current Landlord or Management Company: \_\_\_\_\_  
Contact & Telephone No.: \_\_\_\_\_  
If less than two years at current address, please list previous Landlord: \_\_\_\_\_  
Previous Address & Telephone No.: \_\_\_\_\_  
\_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Bank Address: \_\_\_\_\_  
Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Type Account: \_\_\_\_\_ Account No.: \_\_\_\_\_  
Bank Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Please list two Credit References, their telephone numbers, and your account number for those references:  
\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Information:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Attach or deliver in a secure manner within 5 days after the date of this Application the following:**

- ☐ Balance sheet
- ☐ Income statement
- ☐ Federal income tax returns for the past \_\_\_\_\_ years
- ☐ Proof of funds on deposit
- ☐ \_\_\_\_\_

**Authorization:** Applicant authorizes Landlord and Landlord's agent, at any time before, during, or after any tenancy, to:

- (1) obtain a copy of Applicant's credit report;
- (2) obtain a criminal background check related to Applicant and any other occupant; and
- (3) verify any rental or employment history or verify any other information related to this application with persons knowledgeable of such information.

**Notice of Landlord's Right to Continue to Show the Property:** Unless Landlord and Applicant enter into a separate written agreement, otherwise the Property remains on the market until a lease is signed by all parties and Landlord may continue to show the Property to other prospective tenants and accept another offer.

**Privacy Policy:** Landlord's agent or property manager maintains a privacy policy that is available upon request.

Applicant represents that the statements in this application are true and complete. Applicant understands that providing inaccurate or incomplete information is grounds for rejection of this application and that Landlord is relying on the truthfulness and completeness of the information in making Landlord's decision whether to enter into a lease with Applicant.

**Data Security:** If Applicant attaches or delivers nonpublic personal information, like bank account numbers or other financial information, it is recommended that Applicant do so in a secure manner to reduce the risk of fraud or theft.

Date: \_\_\_\_\_

**Applicant:** \_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_



## AUTHORIZATION TO RELEASE INFORMATION RELATED TO A LEASE APPLICANT

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I, \_\_\_\_\_ (Applicant), have  
submitted an application to lease a property at \_\_\_\_\_  
\_\_\_\_\_ (address, city, state, zip).

The Landlord, Broker, or Landlord's representative is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (name)  
\_\_\_\_\_ (address)  
\_\_\_\_\_ (city, state, zip)  
\_\_\_\_\_ (phone) \_\_\_\_\_ (email)

I give my permission:

- (1) to my current and former employers to release any information about my employment history and income history to the above named person;
- (2) to my current and former landlords to release any information about my rental history to the above named person;
- (3) to my current and former mortgage lenders on property that I own or have owned to release any information about my mortgage payment history to the above named person;
- (4) to my bank, savings and loan, or credit union to provide verification of funds that I have on deposit to the above named person; and
- (5) to the above named person to obtain a copy of my consumer report (credit report) from any consumer-reporting agency and to obtain background information about me.

Date: \_\_\_\_\_

Applicant: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_

By (signature): \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Have you or the owner of the company ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?

☐ YES ☐ NO

Have you or the owner of the company ever been convicted of a crime?

☐ YES ☐ NO

Have you or the owner of the company ever filed suit against a landlord?

☐ YES ☐ NO

If you are approved and a security deposit is received by FBM and you withdraw or fail to sign your lease, FBM may keep your security deposit as liquidated damages, and terminate all further obligations. Do you understand these terms?

☐ YES ☐ NO

Will you be represented by a Texas licensed Real Estate Agent or Broker? If yes, a Representation Agreement, AAB Form, and W-9 will need to be submitted with this application for the agent to get paid.

☐ YES ☐ NO

Do you understand that Property Insurance is required?

☐ YES ☐ NO

Credit Card Authorization Form

Address of Property: \_\_\_\_\_

Name of Cardholder: \_\_\_\_\_  
(as it appears on card)

Credit Card Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ + processing fee (4%)= \_\_\_\_\_

Type of Card: \_\_\_\_\_

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY  
(do not write below this line)

.....

Office Employee Name: \_\_\_\_\_

Confirmation #: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_