

Commercial Lease Application



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Dear Prospective Commercial Tenant,

Thank you for your interest in renting from Wilson Property Management. To assist you in the renting process, we have devised this cover letter outlining our procedures. Attached you will find our commercial lease application.

To start the application process all of the following are required:

- A completed commercial lease application, signed by a responsible party for the business.
- Pay a non-refundable fee of \$125. (processing fee may be paid in the form of a business or personal check, cashier's check, money order, or cash. *We do not accept credit or debit card payments for the application fee*)
- Copy of state issued ID or Driver's License for party signing the application
- Copy of SS card for party signing the application.
- Copy of the two most recently filed business tax returns. (Complete packet, including Schedule C/ Profit and Loss statements)
- Copy of Articles of Incorporation (or Bi-Laws specifying who can sign on behalf of the company).
- Copy of three most recent consecutive months of business bank statements.
- Copy of business license.

Once qualified; to reserve the commercial space:

- You will need to come into our office and sign the lease.
- You will need to leave the full security deposit
- Initial monies (first month's rent, security deposit) will need to be paid in the form of a cashier's check or money order made payable to Wilson Property Management.

*The application process usually takes between 24-72 hours to verify all the necessary information. Occasionally, it could take longer depending on the verifications required. If approved, we will notify you by phone or e-mail to come into our office and sign a lease, as well as provide the move in money.

** All required utilities must be in your business' name by date of occupancy. Wilson Property Management requires proof of active utilities.

*** If your application is denied, or you decide you no longer are interested in a property prior to signing the lease, your completed application will remain on file with us for 3 months, and may be applied to any commercial property available through Wilson Property Management.

We look forward to working with you.

Sincerely,

Wilson Property Management

5510 Sunol Blvd Suite A

Pleasanton, CA 94566

Phone: 925-462-1101 Fax: 925-462-1147

e-mail: info@wilsonpm.com web: www.wilsonpm.com

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Property Applying for: _____ Requested occupancy date: _____

Company Information

Company Name:			
Years In Business:	Tax ID:	Phone:	
Contact Name:	Contact Cell Phone:	E-mail:	
Description of Business / Industry:			
Business Structure: (Please Circle) Sole Proprietor Partnership Corporation			
Current Business Address:			
Ownership Info:			

Ownership Information: (Partners, Responsible Parties)

Owner #1 Name:	Percent of Ownership:	
Address:	Phone:	E-mail:
Owner #2 Name:	Percent of Ownership:	
Address:	Phone:	E-mail:
Owner #3 Name:	Percent of Ownership:	
Address:	Phone:	E-mail:
Owner #4 Name:	Percent of Ownership:	
Address:	Phone:	E-mail:

Description of Tenant Improvements to be Made

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Rental History

Current Address:	City:	State:	Zip:
	(Circle One) Own Rent	From _____ To: _____	
Landlord Name:		Landlord Phone:	
Previous Address:	City:	State:	Zip:
	(Circle One) Own Rent	From _____ To: _____	
Landlord Name:		Landlord Phone:	
Previous Address:	City:	State:	Zip:
	(Circle One) Own Rent	From _____ To: _____	
Landlord Name:		Landlord Phone:	

Emergency Contact

Name:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

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Applicant Initials

Commercial Lease Application

Personal References													
Name		Relationship						Phone Number					
1)													
2)													
3)													
Business •References													
Company Name		Relationship						Phone Number					
1)													
2)													
3)													
Nearest Relatives													
Name		Relationship						Phone Number					
1)													
2)													
3)													
Do: you plan on having any visiting pets in								space?					
(Circle One) Yes No		Type (Circle one) Dog Cat Other											
Age(s)		Weight(s)											
Bank Account		Asset Information											
Name of Bank / Branch		Account Number						Account Balance					
I authorize the verification of the information provided on this form as to my credit, business, financial, and banking information:													
Signature of authorized signer:													

*Applicant understands that by signing above, they authorize Wilson Property Management to run a company credit report, verify all financial and business information, contact references both business and personal, verify banking information, and tax information. Applicant is aware that the following supporting documentation is required for an application packet: Two most recently filed business tax returns, three most recent months of business bank statements, articles of incorporation (if applicable), copy of business license, and any additional materials requested by Wilson Property Management. .

**Applicant must submit a non-refundable application fee of \$125. prior to processing any application.

**Applicant must provide all necessary documents to qualify.

*Applications will be processed within 48-72 hours. Once approval has been given, applicant must sign the lease document and provide the security deposit within 1 business day to hold the property,

Wilson Property Management
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