



Property Management, Inc  
 7777 Alvarado Rd #290  
 La Mesa, Ca. 91941  
 619-461-1800  
 Fax 619-461-1810

**COMMERCIAL RENTAL APPLICATION FORM FOR**

**Applicant Information:**

Date \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ Work Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

**NEW Business to Occupy Leased Space:**

Proposed Move in Date \_\_\_\_\_

Company Name \_\_\_\_\_

Principal's Name(s) \_\_\_\_\_

Please Choose One -  Corporation  Partnership  Sole Proprietor or  Other \_\_\_\_\_

Type of business (retail, restaurant, etc.) \_\_\_\_\_

Description of business activities \_\_\_\_\_

**Current Business Information:**

Company Name \_\_\_\_\_

Principal's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Please Choose One -  Corporation  Partnership  Sole Proprietor or  Other \_\_\_\_\_

Years in business \_\_\_\_\_ Annual Sales/Revenue \_\_\_\_\_

Type of business (retail, restaurant, etc.) \_\_\_\_\_

Description of business activities \_\_\_\_\_

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**Business REFERENCES:** (Businesses you deal with on a regular basis)

1. Company Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Type of business \_\_\_\_\_

Description of business activities \_\_\_\_\_



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2. Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Description of business activities \_\_\_\_\_

**Bank REFERENCES:**

1. Name of Bank \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ Account # \_\_\_\_\_

2. Name of Bank \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ Account # \_\_\_\_\_

*I/We confirm that all the information I/we have supplied is true and correct. I/We understand that I/we can be turned down for the property if I/we have falsified any information on this application. I/We hereby authorize the verification of all above information by RICHARD JONES REAL ESTATE. This application does not constitute a contract, lease or agreement for space.*

**Applicant's Name (Print)** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's Name (Print)** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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### Applicant Information Release

I hereby authorize any person or company I have listed as a reference on my lease application to disclose in good faith any information they may have regarding my qualifications and fitness for leasing at \_\_\_\_\_ . I will hold no company, any former employers, and any other person giving references free of liability for exchange of this information and any other reasonable and necessary information incident to the lease application process. I release this information to Richard Jones Real Estate representatives.

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



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### BANK INFORMATION RELEASE FORM

Applicant Name \_\_\_\_\_ Company Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_ Tax ID # \_\_\_\_\_  
Bank Account # \_\_\_\_\_

To Whom It May Concern:

It is understood that by signing this form, the individual or company named above gives permission for its bank account information to be released by phone or by returned-form to **Richard Jones Real Estate** for credit purposes.

**The signature(s) below acts as releasing authority for bank account information.**

Applicant's Name (Print) \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name (Print) \_\_\_\_\_  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Bank Information

Bank Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone Number \_\_\_\_\_

#### Account Information

Type of Account \_\_\_\_\_ Date Account Opened \_\_\_\_\_ Avg Monthly Balance \$ \_\_\_\_\_  
Number of Returned Checks \_\_\_\_\_ Frequency \_\_\_\_\_

#### Loan Information

Account Status \_\_\_\_\_ Current \_\_\_\_\_ Non-current  
Length of Term \_\_\_\_\_ Months \_\_\_\_\_ Months remaining

#### Overall Rating

\_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Bank Officer \_\_\_\_\_

Signature \_\_\_\_\_