



COMMERCIAL TENANT APPLICATION QUALIFICATIONS

APPLICANT SCREENING

Any adult 18 years or older who wishes to operate a business in a rental must apply.

APPLICATIONS REQUIREMENTS (check one box)

- ☐ **If in Business under 3 years or Sole Proprietor:** * May require a personal guarantor.
- A \$50 Application fee per applicant must be received by cash, Money order, or cashier's check.
 - Commercial Lease Application must be fully completed, dated and signed.
 - Provide 2 years business tax returns (income page only) or financial statement. If none, personal Tax return
 - Complete a Letter of intent (LOI) or submit Terms Sheet.
 - Provide a Business Plan (if in business under 2 years).
 - Provide a state or government issued photo identification and SSN for each applicant.
 - **Applicants credit score must be at least 50% favorable.**(Derogatory Acc. = Delinquent Payment,).
 - **No evictions on file or outstanding balance to a property management Company.**
 - **No Bankruptcies on file.**

* Application may be accepted with marginal credit with an additional deposit paid, at the sole discretion of the manager.

- ☐ **If in Business 3+ years:** * May require a personal Guarantor.
- Commercial Lease Application must be fully completed, dated and signed.
 - Provide 2 months bank statements, financial statement or letter of Good Standing from Bank.
 - Complete a Letter of Intent (LOI) or submit Terms Sheet.
 - Provide 3 landlord references – address, contact name, phone, email (if known).
 - Provide 3 credit references- business name, contact name , phone.
 - Provide a state or government issued photo identification and SSN for each applicant.

- ☐ **If National Corporation or Multi-City Locations:**
- Complete Letter of Intent (LOI) or submit Terms Sheet.
 - Provide a state or government issued photo identification of authorized signor.
 - May require a letter of credit for amount of lease over payment period of lease terms.

ADDITIONAL CONSIDERATIONS FACTORS

- False or incomplete information on application.
- Certain criminal convictions including but not limited to (1) Registered sex offenders. (2) Domestic violence. (3) Felony drug charges. (4) Aggravated assault.
- Any utility collection on credit.
- Any negative and/or collections accounts on file within the last 24 months.
- Any returned checks on credit.
- Outstanding debts to previous landlords.
- Poor rental history provided by previous landlord (late payment, excessive damage).
- History of poor or unsanitary care of current or previous properties.

ALL APPLICATION FEES ARE NON-REFUNDABLE



SOURCE AND AMOUNT OF INCOME

Total business income shall be three (3) times the amount of monthly rent. At the time of application, it shall be the obligation of the applicant to provide proof of income by submitting copies of the following: Copies of the businesses last tax return, Balance in bank accounts and/or available loans, LES and, other sources of income might be acceptable.

GUARANTORS

AJH Management Company is willing to consider Guarantors. Guarantors must submit the \$50 application fee and submit the proper application. Guarantors must meet all the screening and income requirements by themselves.

HOLD PROPERTY

If applicant is approved, the commercial lease must be signed within 24 hours. Once security deposit for property is paid, and lease signed and received, property will be removed from market and held. If tenant fails to pay rent to gain occupancy, security deposit is forfeited and property is placed back on the market.

SECURITY DEPOSITS

Security deposits is due in full at signing of the lease by certified funds or company checks. * Pro-rated rent or first month's rent may be required as well.

By my signature below I acknowledge that I have read and clearly understand the requirements and considerations set forth in this Commercial Tenant Application Qualifications. I hereby certify that to the best of my knowledge all information that I have provided in the Commercial Lease Application is true and correct. I hereby understand that if my credit, criminal, and rental history screening are not satisfactory or provide inaccurate or incomplete information, my application may be rejected and my application fee will not be refunded.

Signature, Date

Printed Name

Signature, Date

Printed Name

Signature, Date

Printed Name

Signature, Date

Printed Name

ALL APPLICATION FEES ARE NON-REFUNDABLE

COMMERCIAL LEASE APPLICATION

Landlord/Lessor: _____ Date of Application: _____

Location of Leased Premises: _____

Center _____ Suite # _____ S.F. _____

Business Name: _____

Name of Person who will sign lease: _____

Person 1: _____

(First)

(Middle)

(Last)

Street Address: _____

City _____ State _____ Zip _____

Phone Number (Work): () _____

Phone Number (Home): () _____

Phone Number (Mobile): () _____

E-mail Address: _____

Driver's License No. _____ State of Issuance: _____

Social Security Number: _____ Date of Birth: _____

Is your business a corporation, LLC or other entity? Yes No

- If yes, what form of business entity? _____

- Federal Tax ID Number: _____

- State in which entity formed? _____

- Names of Person(s) who will Guarantee Lease

- **Person 1:** _____

- Person 2 _____

(Will need to fill out a separate form unless married)

Proposed use of premises? _____

Experience in business (please describe): _____

COMMERCIAL RENTAL HISTORY

Present Address: _____

Rent ☐ Own ☐ Rent/Payment _____ From/To: _____

Previous Address: _____

(Continued on Page 2)

Rent ☐ Own ☐ Rent/Payment _____

Conditions and Information

All pages of this lease application must be signed by all persons who will sign the lease agreement. Additional tenant information is on page 2.

The completing of this application by Tenant and the acceptance of this application by Landlord creates no obligation of Landlord to approve the application.

This application will be approved or rejected usually within five (5) days of being submitted to landlord. However, there is no obligation of Landlord to notify tenant unless the application is approved.

If this application is approved, Tenant must make the security deposit and sign the lease before the tenancy begins.

The information provided herein shall be kept confidential and will only be used by Landlord, and its agents to determine approval of Tenant's application.

For Landlord's Use Only

Rent Amount: _____

Deposit: _____

Date Lease to begin: _____

End of Lease: _____

REQUIRED DOCUMENTS

+ COPIES OF YOUR DRIVER'S LICENSE
+ COPIES OF YOUR SOCIAL SECURITY #
+ PROOF OF INCOME

By your signature hereon, you agree that the information disclosed by you herein is true, complete and accurate to the best of your knowledge, and you agree that the information disclosed by you herein is material to the potential Lessor's decision with respect to granting or denying your application to enter into a lease.

Signed: _____

Date: _____

CREDIT REFERENCE (current or former landlords, banks, vendors, etc.)

Name: _____

Address: _____

City State Zip _____

Contact: _____

Phone: _____

CURRENT MONTHLY INCOME

Name/Source

Amount

Name/Source

Amount

CURRENT MONTHLY EXPENSES

Creditor

Amount

Creditor

Amount

ASSETS**VALUE****SOURCE****LIABILITIES****AMOUNT****CREDITOR**

Cash on Hand & in Banks

Accounts Payable

Savings Accounts

Notes Payable to Banks

IRA/Retirement Accounts

Auto Payments

Accounts Receivable

Other Installment Accounts

Insurance Cash Surrender

Loans on Life Insurance

Stocks & Bonds

Mortgages on Real Estate

Real Estate

Unpaid Taxes

Automobiles

Other Liabilities

Other Personal Property

Other Liabilities

Other Assets

Other Assets

TOTAL LIABILITIES:

Other Assets

TOTAL ASSETS:**NET WORTH:****CONSENT TO CREDIT CHECK**

I, _____, the undersigned applicant(s) authorize landlord, _____, or his/her/their agent to order and review my/our credit and criminal history and investigate the accuracy of the information contained in the application. I/We further authorize all banks, employers, creditors, credit card companies, references, and any and all other persons to provide to Landlord any and all information concerning my/our credit.

Signed: _____

Date: _____