



Colliers International - East Bay Office Team
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COMMERCIAL RENTAL APPLICATION

City: _____ Start Date: _____ Term: _____ SQFT: _____

Name of Company: _____

LLC / C Corp / S Corp (Circle one) Corporation Partnership Sole Proprietor

Date Business Started: _____

Nature of Business: _____

Estimated Annual Sales/Income: _____ No. of Employees: _____

Federal Tax ID #: _____ State of Incorporation: _____

Owner(s) or Officer(s) Information:

Name: _____ Name: _____

Title: _____ Title: _____

Soc. Sec. #: _____ Soc. Sec. #: _____

Driver License #: _____ Driver License #: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Current/Previous Premises Address: _____

How Long at Current Address: _____ Current Monthly Rent: _____

Reason for Leaving: _____

Current/Previous Landlord's Name & Phone: _____

Bank References:

Name: _____ Name: _____

Address: _____ Address: _____

Checking Account #: _____ Checking Account #: _____

Phone: _____ Phone: _____

Trade References:

Name: _____	Name: _____
Address: _____	Address: _____
Relationship: _____	Relationship: _____
Phone: _____	Phone: _____

Please indicate which information you are providing with this application (at least one is required):

- _____ Year-end business income statement for the most recent 12 months ended, and a current balance sheet
- _____ Schedule C of your personal tax returns for the most recent year and copy of the current bank statement.
- _____ Business plan and most recent personal federal tax return (required for any new start-up businesses).
- _____ Credit report, as required by Landlord.

Real Estate Agent

Do you have a real estate agent representing you? Y N Contact Company/Name: _____
If not, Colliers will act as your agent. (Please Circle One) Y N _____ Initial as Acknowledgement

The undersigned hereby declares that he/she is authorized to make the representation of fact contained in the foregoing application and that the representations of fact contained in the foregoing application are true and correct. Applicant understands that Landlord is relying on the truth of facts contained in the application in determining whether to enter into a lease with Applicant. If any information herein contained is false, Applicant will be liable to Landlord for all damages arising therefrom. The Lease made on the strength of application may, at the option of Landlord, be terminated at any time if Landlord learns that any information herein contained is false. Applicant authorizes Landlord to verify the above statements, including, but not limited to, the use of credit information agencies. Please attach Applicant's latest profit and loss statement, balance sheet and signed Federal and State tax returns which applicant represents are true and correct.

I certify that all of the information provided in or in connection with this application is complete and correct. I authorize Colliers International – East Bay Office to obtain any information necessary to process this application and authorize any person, credit reporting agency, or government agency to complete or furnish to you any information it may have or obtain in response to credit and criminal inquiries. We keep all information provided confidential and will not share any credit, financial, or other personal information with any person or entity without your prior express written permission.

It is expressly understood and agreed that the undersigned has not relied upon any statements, representations, agreements, or warranties by Landlord, its agents or employees. No agreement to lease shall exist between the undersigned and the Landlord and the undersigned shall both retain, in their sole discretion and for any reason whatsoever, the right to enter into or not enter into a lease with the other.

Applicant represents that above information is true and correct and hereby authorizes investigation and verification thereof.

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

PLEASE RETURN THIS COMPLETED APPLICATION TO OUR OFFICE BY MAIL AT THE ABOVE ADDRESS AND INCLUDE A PAYMENT OF \$50 FOR THE CREDIT REPORT, IF APPLICABLE.