

# COMMERCIAL LEASE APPLICATION

**Landlord:** DIAMOND WAY, LLC a California limited liability company

**Property Manager/Authorized Agent:** Diablo Commercial Properties, 1220 Diamond Way, Concord, CA 94520, 925-288-9200

**Location of Leased Premises:** 1220 Diamond Way, Concord, 94520

Suite # \_\_\_\_\_

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**Complete Legal Name to Appear on Lease:** \_\_\_\_\_

Corporation: \_\_\_\_\_ LLC: \_\_\_\_\_ Partnership: \_\_\_\_\_ Sole Proprietor: \_\_\_\_\_ Non-Profit \_\_\_\_\_  
State in Which Entity Formed: \_\_\_\_\_ Year Formed: \_\_\_\_\_ Federal Tax Payer ID #: \_\_\_\_\_  
D/B/A to Appear on Lease: \_\_\_\_\_

Main Address or Home Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Current Business Name** (If it differs from the legal name for this Application): \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Years At This Location: \_\_\_\_\_

**Name of Person(s) Who Will Sign This Lease:**

Person 1: \_\_\_\_\_ Title: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Person 2: \_\_\_\_\_ Title: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Person 3: \_\_\_\_\_ Title: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Other Business Locations:**

Location1: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Location2: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Names of Person(s) who will Guarantee this Lease:**

Person 1: \_\_\_\_\_ Title: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Person 2: \_\_\_\_\_ Title: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Credit References (Business / Personal):**

Name: \_\_\_\_\_ (circle one): Business Personal  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ (circle one): Business Personal  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ (circle one): Business Personal  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ (circle one): Business Personal  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Bank References (Checking / Savings Accounts):**

Name: \_\_\_\_\_ Account Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Account Type: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Credit Information:**

Issuer: \_\_\_\_\_  
Approximate Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_

Issuer: \_\_\_\_\_  
Approximate Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_

Issuer: \_\_\_\_\_  
Approximate Balance \$ \_\_\_\_\_ Payment \$ \_\_\_\_\_

**Other Creditors Not Already Listed (Auto / Mortgages, Etc):**

Creditor Name: \_\_\_\_\_ Loan Type: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Balance: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Creditor Name: \_\_\_\_\_ Loan Type: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Balance: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

Creditor Name: \_\_\_\_\_ Loan Type: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Balance: \$ \_\_\_\_\_ Monthly Payment: \$ \_\_\_\_\_

**Additional Comments:**

ATTACH COPIES OF THE FOLLOWING DOCUMENTATION AS APPLICABLE:

- |   | <u>Attach If Checked</u> |
|---|--------------------------|
| 1) Applicant's Current Balance Sheet and Income Statement | _____                    |
| 2) Applicant's most recent two years' Federal Tax Returns | _____                    |
| 3) Personal Financial Statement (see attached form)       | _____                    |
| 4) Guarantor's most recent two years' Federal Tax Returns | _____                    |
| 5) Credit Check Authorization (see attached form)         | _____                    |

**CONDITIONS AND INFORMATION**

The completion of this application by Applicant(s) ("Tenant") and the acceptance of this application by Creditor ("Landlord") creates no obligation of Landlord to approve the application or enter into a lease with Tenant.

By completing this application, Applicant(s) do hereby give full consent to Diablo Commercial Properties, LLC, and its associates to have access and obtain information on its present and past history and any information relating to same.

This application is to be used for the purpose of establishing Applicant's current and past credit position and financial credibility and is for the use and review only by those owner(s) and representative(s) of the property Applicant is interested in leasing.

A Credit Check Authorization Form (see attached) is required, in addition to this application, if the prospective Tenant is an individual or if a Guarantor is coupled with the proposed lease. At the time of completion of this application, a Credit Check Authorization is       X       or is not \_\_\_\_\_ required. Landlord reserves the, right after reviewing the initial application, to later require the completion of a Credit Check Authorization Form if a Guarantor becomes a requirement of the lease.

The confidentiality of the information being furnished by Applicant will be preserved except where disclosure of this information is required by applicable law or for the purposes of evaluating this proposed transaction.

**LANDLORD USE ONLY**

Annual Costs:

Rent: \$ \_\_\_\_\_ CAM: \$ \_\_\_\_\_ RET: \$ \_\_\_\_\_ Other: \_\_\_\_\_

**Lessee Credit Check Authorization**

I/We the undersigned hereby authorize Diablo Commercial Properties, LLC, and/or any of its affiliates, partners, subsidiaries, employees or designees (hereinafter collectively referred to as "DCP"), to make any credit inquiries that DCP may deem necessary in connection with my/our lease application. This authorization also applies to inquiries regarding employment history, bank accounts, and follow-up credit inquiries/checks that DCP may deem necessary now or in the future, in connection with the tenancy contemplated.

**Applicant**

**Spouse (If Applicable)**

\_\_\_\_\_  
(Print company name, if applicable)

\_\_\_\_\_  
(Print company position held, if applicable)

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

Print Full  
Legal Name \_\_\_\_\_

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

Print Full  
Legal Name \_\_\_\_\_

Its: \_\_\_\_\_

Its \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
FEIN or Social Security Number

\_\_\_\_\_  
FEIN or Social Security Number

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Guarantor Credit Check Authorization**

I/We the undersigned hereby authorize Diablo Commercial Properties, LLC, and/or any of its affiliates, partners, subsidiaries, employees or designees (hereinafter collectively referred to as "DCP"), to make any credit inquiries that DCP may deem necessary in connection with my/our lease application. This authorization also applies to inquiries regarding employment history, bank accounts, and follow-up credit inquiries/checks that DCP may deem necessary now or in the future, in connection with the tenancy contemplated.

**Applicant**

**Spouse (If Applicable)**

\_\_\_\_\_  
(Print company name, if applicable)

\_\_\_\_\_  
(Print company position held, if applicable)

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

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

Print Full  
Legal Name \_\_\_\_\_

Print Full  
Legal Name \_\_\_\_\_

Its: \_\_\_\_\_

Its \_\_\_\_\_

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
FEIN or Social Security Number

\_\_\_\_\_  
FEIN or Social Security Number

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

**Personal Financial Statement For Each Person**  
**Signing The Lease**

Name: \_\_\_\_\_

Statement of Financial Conditions as of: \_\_\_\_\_

<b>Balance Sheet (attach additional schedule as needed)</b>					
<i>Assets</i>	<i>Dollars</i>	<i>Jt*</i>	<i>Liabilities</i>	<i>Dollars</i>	<i>Jt*</i>
Cash and Short-term Investments			Outstanding Credit Cards Balances		
Stocks & Bonds (readily marketable)			Taxes Payable		
Unlisted Securities			Policy Loan (Life Insurance)		
Notes Receivable & Accounts Receivable			Mortgage & Obligations Due		
Cash Surrender Value-Life Insurance			Notes & Accounts Payable		
General/Ltd. Partnership Interests			Other Liabilities (list):		
Retirement Accounts					
Personal Property					
Automobiles					
Real Estate-Personal Residences					
Real Estate-Investments					
Direct & Partnership Interests					
Other Assets (list):					
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
			<b>NET WORTH (total assets - total liabilities)</b>		

<b>Income Statement</b>					
<i>Annual Income</i>	<i>Applicant</i>	<i>Spouse</i>	<i>Annual Expenses</i>	<i>Applicant</i>	<i>Spouse</i>
Salary			Home Mortgage (Principal & Interest)		
Bonus and Commissions			Loan Payments (including other R/E)		
Interest and Dividends			Income Tax (State & Federal)		
Alimony, Separate Maintenance, Child Support**			Planned or Required Investments		
Capital Gains			General Living Expenses		
Real Estate Income			Other Expenses (list):		
Other Income (list):					
<b>GROSS INCOME</b>			<b>TOTAL EXPENSES</b>		

\*Please check if jointly held.

\*\*Alimony, separate maintenance, and/or child support income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Personal Financial Statement For Guarantor

Name: \_\_\_\_\_

Statement of Financial Conditions as of: \_\_\_\_\_

<b>Balance Sheet (attach additional schedule as needed)</b>					
<i>Assets</i>	<i>Dollars</i>	<i>Jt*</i>	<i>Liabilities</i>	<i>Dollars</i>	<i>Jt*</i>
Cash and Short-term Investments			Outstanding Credit Cards Balances		
Stocks & Bonds (readily marketable)			Taxes Payable		
Unlisted Securities			Policy Loan (Life Insurance)		
Notes Receivable & Accounts Receivable			Mortgage & Obligations Due		
Cash Surrender Value-Life Insurance			Notes & Accounts Payable		
General/Ltd. Partnership Interests			Other Liabilities (list):		
Retirement Accounts					
Personal Property					
Automobiles					
Real Estate-Personal Residences					
Real Estate-Investments					
Direct & Partnership Interests					
Other Assets (list):					
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
			<b>NET WORTH (total assets - total liabilities)</b>		

<b>Income Statement</b>					
<i>Annual Income</i>	<i>Applicant</i>	<i>Spouse</i>	<i>Annual Expenses</i>	<i>Applicant</i>	<i>Spouse</i>
Salary			Home Mortgage (Principal & Interest)		
Bonus and Commissions			Loan Payments (including other R/E)		
Interest and Dividends			Income Tax (State & Federal)		
Alimony, Separate Maintenance, Child Support**			Planned or Required Investments		
Capital Gains			General Living Expenses		
Real Estate Income			Other Expenses (list):		
Other Income (list):					
<b>GROSS INCOME</b>			<b>TOTAL EXPENSES</b>		

\*Please check if jointly held.

\*\*Alimony, separate maintenance, and/or child support income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_