FORWARD
PROPERTIES

LEASE APPLICATION

In order to fully evaluate your proposed tenancy, we will need for you to complete the forms below and provide accurate financial information on you, any guarantors, and your business. Please note that this form should be accompanied by a Credit Authorization Form and the following financial forms, with a copy of each form to be filled out and signed by tenant and each prospective guarantor (*i.e.*, separate forms for each individual or entity).

For individual business owners and guarantors:

- Signed Personal Financial Statement - PFS (form below)

For Corporations and LLCs:

- Signed Personal Financial Statement - PFS (form below)

- YTD Balance Sheet and Profit/Loss Statement

SUBMITTED:

By: _____

Print Name: _____

Date: _____

LEASE APPLICATION

Property _____ Suite _____

How did you hear about the property?

_____

Expected Move-in-date _____

Anticipated Length of Lease _____

(All sections must be completed)

Principals (Authorized signers of the business):

Please attach articles of incorporation and a letterhead authorizing officers to execute a lease agreement.

1. Name: _____ Title: _____
First Initial Last

Email: _____ Tel #:_____

Driver's License #:_____ SSN: _____ Date of Birth: _____

Residential Address: _____

Street City State Zip

2. Name: _____ Title: _____
First Initial Last

Email: _____ Tel #:_____

Driver's License #:_____ SSN: _____ Date of Birth: _____

Residential Address: _____

Street City State Zip

Business Information:

Leasing as (Circle one) ◉ CORPORATION ○ LLC ○ PARTNERSHIP ○ SOLE PROPRIETOR

State formed: _____

Full Legal Name of Business: _____

Years in Business: _____ Fed. Tax ID: _____ Contact person: _____

Nature of Business: _____ Business Tel. #._____

Additional Business Information:

1. Have you or the corporation ever had credit problems?
   Yes ____ No ____
2. Have you or the corporation ever had an unlawful detainer filed against you?
   Yes ____ No ____
3. Have you or the corporation ever been evicted for non-payment of rent or for any other reason?
   Yes ____ No ____

(All sections must be completed)

Business Rental History: *(If no business history, put N/A and provide business plan)*

Current Address: _____
Street City State Zip

From (Month/Year): _____ TO: _____ Rent paid $ _____

Lessor: _____ Telephone: _____

Reason for leaving: _____

Previous Address: _____
Street City State Zip

From (Month/Year): _____ TO: _____ Rent paid $ _____

Lessor: _____ Telephone: _____

Reason for leaving: _____

References:

Bank: _____ Acct #:_____

Bank Contact: _____ Telephone: _____

Bank: _____ Acct #:_____

Bank Contact: _____ Telephone: _____

Trade: _____ Acct #:_____

Contact: _____ Telephone: _____

Trade: _____ Acct #:_____

Contact: _____ Telephone: _____

Trade: _____ Acct #:_____

Contact: _____ Telephone: _____

Name	**To:**
Address	**email:**

(I, We) make the following statement of all (my, our) assets and liabilities as of the _____ day of _____20_____ and give other material information for the purpose of obtaining credit with you on notes and bills bearing (my, our) signature endorsement or guarantee and agree to notify you promptly of any change affecting (my, our) ability to pay.

ASSETS SOLELY OWNED (*List here only those assets NOT jointly owned*)		**ALL LIABILITIES AND NET WORTH** (*List here all liabilities joint or otherwise*)	
Cash (See Schedule 1)	**$**	Notes Payable to Banks, Unsecured (See Schedule 1)	**$**
U.S. Government Securities		Notes Payable to Banks Secured (See Schedule 1)	
Listed Stocks and Bonds (See Schedule 4)		Notes Payable to Others. Unsecured	
Unlisted Stocks and Bonds (See Schedule 4)		Notes Payable to Others. Secured	
Accounts and Loans Receivable (See Schedule 3)		Loans Against Life Insurance (See Schedule 3)	
Life Insurance – Cash Value (See Schedule 3)		Mortgages Payable on Real Estate (See Schedule 5)	
Real Estate (See Schedule 5)		Accounts Payable	
Automobiles (itemize)		Interest Payable	
Other Assets (itemize)		Estimated Capital Gains Tax	
		Other Taxes and Assessments Payable	
		Other Liabilities	
		Total Liabilities	$ 0.00
		Net Worth (=Assets – Liabilities)	$ 0.00
TOTAL ASSETS SOLELY OWNED	**$** $ 0.00	**TOTAL OF ALL LIABILITIES AND NET WORTH**	**$** $ 0.00
JOINTLY OWNED ASSETS *(Summarize here: Itemize on Schedule 6)*		**SOURCE OF INCOME**	
Cash	**$**	Salary	**$**
Accounts, Mortgages, and Loan Receivable		Bonus and Commissions	
Stocks and Bonds		Dividends	
Real Estate		Real Estate Income	
Other Assets (itemize)		Other Income (*Itemize*)	
		TOTAL INCOME	**$** $ 0.00
		PERSONAL INFORMATION	
TOTAL JOINTLY OWNED ASSETS	$ 0.00	Business or Occupation?	
TOTAL OF ALL ASSETS	**$** $ 0.00	Partner or Officer in any other venture?	
		Dependents?	

Have you ever filed for bankruptcy, made a composition settlement, or are you a defendant in any legal action? Explain.

Do you have any contingent liabilities personally or as co-maker, on leases or contracts, or Federal Income Tax Liability? Explain.

Do you have a will? And if Yes, who is named as your executor?

Name	**To:**
Address	**Email:**

SCHEDULES

No. 1 Banking Relations (*a list of all bank accounts including savings, not jointly owned and all loans joint or otherwise*)

Name/Location of Bank Account #	Cash Balance	Amount of Loan	Maturity of Loan	Guaranteed or Secured

No. 2 – Accounts, Loans and Notes Receivable (*A list of the largest amounts owing to me*)

Name and Address of Debtor	Amount Owing	Age of Debt	Date Payment Expected	Description or Nature of Debt	Description of Security Held
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No. 3 – Life Insurance (*Attach Schedule if necessary*)

Owner of Policy	Name of Beneficiary	Name of Insurance Co.	Face of Policy	Total Cash Surrender Value	Total Loans on Policy	Policy Assigned

No. 4 – Stocks & Bonds (*Attach Schedule if necessary*)

Face Value or # of Shares	Description of Security	Registered in name of	Original Cost	Present Market Value	To Whom Pledged

No. 5 Real Estate (*Attach schedule if necessary*)

Description or Street Number	Title in Name of	Mortgages or Liens	Amount Payments	Original Cost	Present Market Value	Taxes Current?

Name	**To:**
Address	**Email:**

No. 6 Jointly Owned Property-Details of summary on front page. (*Attach schedule if necessary*)

Assets	Value	Name of Joint Tenant

These statements are delivered to Forward Properties and its assigns to induce it to extend credit from time to time and/or to continue its present extensions of credit, at its discretion, to the undersigned.

The undersigned hereby certifies that these statements are correct and complete and accurately reflect the condition and affairs of the undersigned at the date and for the period(s) stated.

And that said statements reflect all known liabilities, direct or contingent as of the date thereof.

The undersigned also represents and warrants that to his knowledge there has to date been no material adverse change in the conditions or affairs of undersigned from the date of said statements.

The undersigned does hereby request and warrant that legal title to all property herein described or referred to, expecting only jointly owned property as separately scheduled herein as such, in the sole name of the undersigned. Every person who is a party to this statement agrees that his/her separate property listed herein referred to and property or interests I property into which property listed herein or herein referred to is converted or re-converted, including his/her interest in property jointly, by entirely or in common with another party to this statement, shall be available to the bank for payment of all indebtedness or other obligations of the parties making this statement, or either voluntarily or involuntarily by levy of execution or otherwise. Forward Properties and its assigns are authorized to make all inquires deemed necessary to verify the accuracy of the information contained herein, and to determine the creditworthiness of the undersigned. Each of the undersigned authorizes the bank to answer questions about its credit experience with the undersigned.

Date_____ Signed_____

Social Security #_____

Date_____ Signed_____

Social Security #_____