



CIG

APPLICATION TO LEASE

THE FOLLOWING INFORMATION MUST BE COMPLETED PRIOR TO ENTERING INTO A LEASE:
(Please print or type clearly)

CHECK ONE

- ☐ **(a) Individual** Personal balance sheet and 2 year's personal tax returns must be provided.
- ☐ **(b) Corporation** Articles of Incorporation must be provided and 2 year's Annual reports or corporate tax returns.
- ☐ **(c) Partnership** Partnership Agreement must be provided plus individual partners' current personal financial statements and 2 years' personal tax returns.

Name of Business/Corporation/Partnership/dba: _____

Number of years in Business: _____

Full description of intended use:

(a) Individual

Individual - 1	Individual - 2
First Name/M.I./Last Name: _____	First Name/M.I./Last Name: _____
Date of Birth: _____	Date of Birth: _____
CA Drivers License # : _____	CA Drivers License # : _____
Social Security #: _____	Social Security #: _____
Address: _____	Address: _____
Suite # _____	Suite # _____
City _____	City _____
State/Zip: _____	State/Zip: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
E-Mail: _____	E-Mail: _____

(b) Corporation (Please list two (2) officers of the corporation, if incorporated:)

Officer - 1	Officer - 2
First Name/M.I./Last Name: _____	First Name/M.I./Last Name: _____
Title: _____	Title: _____
Phone: _____	Phone: _____

Corporate Phone Number: _____

(c) Partnership or Corporation less than 10 Years**Officer - 1**

First Name/M.I./Last Name: _____

Title: _____

Date of Birth: _____

Drivers License # : _____

Social Security #: _____

Officer - 2

First Name/M.I./Last Name: _____

Title: _____

Date of Birth: _____

Drivers License # : _____

Social Security #: _____

CURRENT LOCATION

Current Business Address: _____

Suite #: _____

City: _____

State/Zip: _____

Current Business Landlord: _____

Landlord Phone: _____

Years at Location: _____

Number of Employees: _____

Number of Parking Spaces Needed: _____

Overnight Parking Needed? ☐ Yes ☐ No

Please list any Hazardous Substances that will be inside the premises and the approximate amounts:

REFERENCES**Bank Reference**

Bank Name: _____

Account Number: _____

Contact Name: _____

Contact Phone: _____

Trade Reference**Trade Reference - 1**

Name: _____

Address: _____

Phone: _____

Trade Reference - 2

Name: _____

Address: _____

Phone: _____

SIGNATUREPremises will be a: ☐ First Location ☐ Expansion ☐ RelocationHave you ever declared bankruptcy or insolvency? ☐ Yes ☐ No

If so, where and when? _____

I hereby give the above references, TRW, and Dun & Bradstreet permission to provide financial and credit information, financial or written (via fax or mail), to the owner of the property which I am now negotiating to lease. The undersigned hereby waives any privacy of credit information rights or regulations.

Signature: _____

Print Name: _____

Title: _____

Date: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____