



Commercial Rental Policies and Procedures

Please read the following policies. If you feel you meet the guidelines for qualifying, we encourage you to submit an application.

Applicant

- Each person 18 years of age or older must completely fill out and sign an application.
- Applications must be accompanied by a processing fee to be considered.

Application Fees

- Individuals, Sole Proprietorships, and LLC's (in operation less than 3 years) will incur a \$50.00 fee per individual applying. (Individual Credit Report will be processed under applicant(s)'s Social Security number(s). If a Partnerships, LLC's, or Corporations has been in operation more than 3 years, you can choose to run the application under the business's credit. The fee incurred for this type of application is \$75.00. (Credit check will be processed using the business's EIN number).
- You may also pay the application fee by check, money order or cashier's check.
- Make checks payable to: Lee Center North, LLLP
- Address all mail correspondence to the following address:
Lee Center North, LLLP
131 Bethea Road, Suite 603, Fayetteville, GA 30214
- These fees are NON REFUNDABLE, even if you are not accepted.

Credit Criteria

Lee Center North, LLLP will obtain both a credit and criminal report with each application.

Income Criteria

- At the discretion of Lee Center North, LLLP, you may be required to submit other documents with the application which may include but is not limited to:
 - Tax Returns
 - Bank Statements
 - Pay Stubs
 - Proof of Other Income

Approval and Move-In Conditions

Lee Center North, LLLP will continue to advertise and consider all other applications for the subject property until the following has been provided:

- Application(s) have been paid for, completely verified and approved.
- All Applicants have provided one (1) form of Photo I.D.
- Security Deposit has been received.
- A rental agreement has been signed.
- Applicant has provided Lee Center North, LLLP with a Certificate of General Liability Insurance that meets the minimum coverage amount required by Lee Center North, LLLP



Property Information

Property Address of Interest: _____
Requested Move-in Date: _____ Requested Length of Lease: _____

Business Information

Legal Name of Business: _____
DBA Name (if different): _____
Type of Organization (Partnership, Corporation, Etc.): _____
D & B Duns Number: _____
Years in Business: _____ Number of Employees: _____ Federal Tax ID #: _____
Office Phone: _____ Office Email: _____
Type of Business: _____
Description of Business: _____
Parking Requirements: _____

Business Location

Current Address

Street: _____ City: _____
County: _____ State: _____ Zip: _____
Rent or Own: _____ Monthly Rent/Mortgage: _____
Landlord Name: _____ Landlord Phone: _____
Landlord Fax: _____ Landlord Email: _____
Date Moved In: _____ Date Moved Out: _____
What utilities do you pay at the property? _____
Reason for moving? _____
Is your lease expired? _____ Have you given notice to vacate? _____
Is it okay for us to contact your current landlord? _____

Previous Address

Street: _____ City: _____
County: _____ State: _____ Zip: _____
Rent or Own: _____ Monthly Rent/Mortgage: _____
Landlord Name: _____ Landlord Phone: _____
Landlord Fax: _____ Landlord Email: _____
Date Moved In: _____ Date Moved Out: _____
What utilities did you pay at the property? _____
Reason for moving? _____
Is It okay for us to contact your previous landlord? _____

Financial Information

Primary Bank Information

Primary Bank Name: _____

Street: _____ City: _____

County: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Contact Name: _____ Email: _____

Account Number: _____ Main Checking Balance: _____

Other Checking Account Balance: _____ Savings Account Balance: _____

Business Debt

Creditors Name: _____ Account Balance: _____

Payment Amount: _____ Payment Frequency: _____ Maturity Date: _____

Purpose: _____ Collateral: _____

Credit References

1. Name: _____ Phone Number: _____

Address: _____ Business Relationship: _____

2. Name: _____ Phone Number: _____

Address: _____ Business Relationship: _____

3. Name: _____ Phone Number: _____

Address: _____ Business Relationship: _____

Other Questions

Have you or your business ever been delinquent in payment of rent or any other financial obligation?

Yes: _____ No: _____

Have you or your business been a defendant in an unlawful detainer (eviction) lawsuit?

Yes: _____ No: _____

Any judgements, liens, or pending suits against you or your company? Yes: _____ No: _____

Has you or your business ever filed bankruptcy? Yes: _____ No: _____

Any assignments on you company? _____

Owners Information

Please list all partners/owners who own any part of the business:

1st Partner/Owner

Name: _____ Title: _____

S.S. #: _____ Date of birth: _____

Street: _____ City: _____

County: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Percent of Ownership: _____

Do you rent or own your home? Rent: _____ Own: _____ Amount paid monthly: _____

Occupancy from: _____ To: _____ Have you ever filed bankruptcy? Yes: _____ No: _____

1st Partner/Owner Employment Information

Employer: _____ Position/Title: _____
Street: _____ City: _____
County: _____ State: _____ Zip: _____
Phone: _____ Start Date: _____ Gross Income: _____
Supervisor's name: _____ Supervisor number: _____

2nd Partner/Owner

Name: _____ Title: _____
S.S. #: _____ Date of birth: _____
Street: _____ City: _____
County: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Email: _____ Percent of Ownership: _____
Do you rent or own your home? Rent: _____ Own: _____ Amount paid monthly: _____
Occupancy From: _____ To: _____ Have you ever filed bankruptcy? Yes: _____ No: _____

2nd Partner/Owner Employment Information

Employer: _____ Position/Title: _____
Street: _____ City: _____
County: _____ State: _____ Zip: _____
Phone: _____ Start Date: _____ Gross Income: _____
Supervisor name: _____ Supervisor number: _____

Additional Comments or Notes

Application Completion

Correct Information

Applicant(s) represents that all the statements made in this application are true and correct. Applicant(s) authorizes verification of information, references, credit reports, and criminal background check. Applicant acknowledges that false information herein may constitute a criminal offense under the laws of this state.

Security Deposit

In the case the applicant(s) is accepted into a property, the security deposit is due to hold said property. The security deposit will be forfeited in the event that the applicant(s) does not sign a lease agreement

Valid photo identification must be presented prior to final approval of this application

I, the undersigned applicant(s) agree to the above terms and do hereby swear (or affirm) that the information supplied herein is true and complete, to the best of my knowledge and belief.

Applicant(s) authorizes verification of references given and declares that the statements made in this application are true and correct and agrees that the landlord may terminate the contract entered into in reliance on any misstatement made in this application.

Signature Partner/Owner 1: _____ Date: _____

Print Name: _____

Signature Partner/Owner 2: _____ Date: _____

Print Name: _____