



## PROSPECTIVE TENANT FORM

Legal Company Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone No.: \_\_\_\_\_ FAX No.: \_\_\_\_\_

Home Office Address: \_\_\_\_\_

Home Office Phone: \_\_\_\_\_ FAX No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1. State whether the company is a Corporation, Sole Proprietorship or Partnership. \_\_\_\_\_

(a) If a corporation, list names, addresses and titles of all corporate officers who are authorized to sign for the corporation. \_\_\_\_\_

(b) In what state is the business incorporated? \_\_\_\_\_

(c) If a partnership, list the names, addresses, and phone numbers and social security numbers of all partners. \_\_\_\_\_

(d) If a Limited Liability Company, list the names, addresses, and phone numbers of all members, and list the managing member who is authorized to sign for the L.L.C. \_\_\_\_\_

(e) If a Corporation or Limited Liability Company, list the name and address of the registered agent. \_\_\_\_\_  
\_\_\_\_\_

(f) If a sole proprietorship, list the names, addresses, social security numbers, and phone numbers of the owner or owners. \_\_\_\_\_  
\_\_\_\_\_

(g) If Sole Proprietorship, list full name, social security number, and date of birth for your spouse. \_\_\_\_\_  
\_\_\_\_\_

2. List Names (including spouses) addresses, dates of birth, and social security numbers for all Lease Guarantors. \_\_\_\_\_  
\_\_\_\_\_

3. Number of Years in Business? \_\_\_\_\_

4. Please attach the last three (3) years of financial statements (specifically a balance sheet, income statement and statement of cash flows).

5. If the Lease requires a Guarantee, please attach financial statements for the Guarantor.

6. List names, addresses, and phone numbers of previous and current landlords and a reference name who can be contacted. \_\_\_\_\_  
\_\_\_\_\_

7. List your bank references (name of bank, contact person, phone number, and list all account numbers). \_\_\_\_\_  
\_\_\_\_\_

8. List the account number and name of bank from which rent payments will be made. \_\_\_\_\_  
\_\_\_\_\_

9. List at least three credit references with contact person and phone number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Detail in narrative form the type of business and operations which will be conducted on the premises being leased: \_\_\_\_\_

---

---

---

(a) State any additions, modifications, alterations, or redecorating your organization intends to make in the Premises. (Please understand all such improvements need to be approved by the Landlord prior to commencement of construction.) \_\_\_\_\_

---

---

(b) State whether there will be any type of washing, painting or chemical processes used in your business, and, if so, please describe and state what chemicals, paints or other substances will be used and how: \_\_\_\_\_

---

---

---

(c) If chemicals or flammable materials will be stored or used on site, list names, quantities of each, and attach material safety data sheets: \_\_\_\_\_

---

---

---

11. How many automobile parking spaces will be required for your use?

(a) Employees: \_\_\_\_\_

(b) Guests / Invitees: \_\_\_\_\_

12. Will your use require any truck or trailer parking? If yes, how many and what types of vehicles and trailers? \_\_\_\_\_

---

---

I, \_\_\_\_\_ *(A duly authorized representative of Tenant)*, hereby authorize N. T. Realty to process this credit check and issue a report to the Landlord. This form is also authorization for your bank and credit references to release confidential information to N.T. Realty, Inc.

APPROVED BY TENANT:

**X** \_\_\_\_\_  
*(Signature of authorized representative of Tenant)*