



201 West Richmond Ave. Suite A
Point Richmond, CA. 94801

Phone: (510) 237-3908 EXT.105

Fax: (510) 237-3907

! PLEASE PRINT ONLY !

COMMERICAL APPLICATION

(1 form per owner of business)

*Address Desired _____ Move-in Date: _____

PRINT ONLY -Name: Last _____ First _____ M.I. _____

*Social Security # _____ - _____ - _____ *Birth date: ____/____/____ *Driver's License # _____

Company Name: _____ DBA: ☐ Sole Prop ☐ Partnership ☐ Corp.

Year Established: _____ Employer ID# _____ # of Employees _____

Company Title _____ Gross Annual Revenue: _____

(Landlords/Management require photocopies of all of Driver's Licenses/Identification cards with this application)

REQUIRED- *E-mail _____ Home Ph: _____ Direct/Cell: _____

Present Bus. Address _____ City _____ State _____ Zip _____ Length rented _____

Present Bus. Landlord _____ Phone# _____

Present residential address _____ City _____ State _____ Zip _____ How long _____

Do you own Your Home? N / Y If not, Landlord name & phone _____

Business Reference (Name, Address and Phone #): _____

Emergency Contact (Name, Address and Phone #): _____

Attach a copy of Most Recent Tax Returns or Profit and Loss Statement, Business Plan or Statement, 2 mos. Most Recent Bank Statements. You may be required to submit other verification if necessary.

Other assets _____

Describe the business or the use of the space _____

CREDIT INFORMATION

Have you ever been evicted? Y/N _____ Filed for Bankruptcy? Y/N _____

Do you have any judgements? Y/N _____

Name of your Bank and Account No. _____

Vehicle you own: Make _____ Model _____ Plate# _____ Color _____

Any comments? _____

Applicant represents that the above statement are true and correct, and hereby authorizes verification of references to be released, and **agrees to pay \$50.00 BUSINESS REPORT or \$25.00 PERSONAL REPORT, non-refundable credit fee to FMI INC., per person.** "I give permission to obtain my credit report"

Signature _____ **Date** _____

Revised 2017

Commercial Tenant Application Requirements:

- 600 Credit or Better (Depending on the Property)
- Proof of Income by Showing Recently Filed Taxes, Bank Statements, or Profit and Loss Statement
- Proof of Partnership or Corporation
- Business Plan or Business Statement
- No Evictions. No Exceptions
- Good References
- Every Applicant Must See the Property Before Completing an Application

5 - Step Rental Qualifying Process

1. Application Stage: Each principal business owner's application must be filled in correctly, completed, and signed in clear readable handwriting. Applicants will need to pay a 55.00 non-refundable application fee per two owners to begin the qualification process. Qualification process will not begin unless the application fee has been given to management.
 - * Management requires photos copies of all applicants driver's license for verification purposes
 - * We accept exact cash amount, check, cashier's check or money order payable to **FMI Inc.**
2. Verification Stage: Verification Stage takes place before application is Approved or Denied. This is the stage where we verify all references that are written on the application form. All given information on the application **WILL BE CALLED AND VERIFIED**. We need all direct contact information of Creditors, landlords, etc. in order to expedite process. Include copies of your Business Bank Statements, Profit and Loss, 2 yr Tax Return, and Business Plan or Business Statement. **WE DO NOT ACCESS THE WORK NUMBER (HR) SYSTEM.**
3. Decision Stage: We then contact those who applied with the status of the application after a decision is made. If approved, we will contact you to set up a date & time for lease signing. Those who were not approved will also be notified.
4. Signing Stage: REQUIREMENT: Full amount of rent/pro-rated rent & full security deposit which is stated on the lease must be paid at time of signing.
5. Final Stage— Keys will be given to new tenant (s) when lease is completed and signed. **(KEYS WILL NOT BE PROVIDED UNTIL ALL APPLICANTS HAVE PAID PRORATED RENT/FULL RENT AND SECURITY DEPOSIT AND SIGNED LEASE HAS BEEN GIVEN TO MANGEMENT.)**

Jan Feagley (*Certified Property Manager*)