

# MT Commercial Property Services

Commercial Real Estate • Leasing & Property Management  
Oakland & Macomb County, Michigan  
Phone: (248) 939-9017 Email: info@mtcommercialpropertyservices.com

## COMMERCIAL LEASE APPLICATION

### HOW TO USE THIS FORM

Open this PDF in Adobe Acrobat Reader (free) or Mac Preview, type directly into the fields, and check the boxes. When finished, save the file and email it to info@mtcommercialpropertyservices.com. A typed full legal name in a signature field is accepted as an electronic signature. You may also bring the completed form to a scheduled showing.

## 1. Premises Requested

PROPERTY ADDRESS / SUITE

APPROX. SQUARE FOOTAGE REQUESTED

DESIRED START DATE (MM/DD/YYYY)

DESIRED TERM (YEARS)

RENEWAL OPTION (YEARS)

DATE OF APPLICATION (MM/DD/YYYY)

## 2. Applicant — Business / Entity Information

LEGAL BUSINESS NAME

DOING BUSINESS AS (DBA)

NATURE OF BUSINESS

ENTITY TYPE (LLC, INC, PARTNERSHIP...)

STATE OF FORMATION

DATE ESTABLISHED (MM/DD/YYYY)

FEDERAL EIN (XX-XXXXXXX)

CURRENT BUSINESS ADDRESS

CITY

STATE

ZIP

BUSINESS PHONE

BUSINESS EMAIL

WEBSITE

## 3. Intended Use of Premises

Be specific. The lease restricts the Tenant to the approved use. "Office" or "retail" alone is not sufficient.

DESCRIPTION OF INTENDED USE

[Empty text box for description of intended use]

HOURS OF OPERATION (E.G. 9 AM – 9 PM)

DAYS OF OPERATION (E.G. MON–SAT)

# EMPLOYEES ON-SITE

DAILY CUSTOMER VISITS (EST.)

SIGNAGE REQUESTED (TYPE / SIZE / LOCATION)

Will any of the following be present on the Premises? Check all that apply:

Cooking / food preparation

Open flame / commercial kitchen

Chemicals / hazardous materials

Compressed gas cylinders

Heavy machinery / manufacturing

Vehicle service or repair

Late-night operations (after 10 PM)

Live entertainment / amplified music

Cash-intensive operations

None of the above

4. Owners / Personal Guarantors

A personal guaranty is required from each individual with 25% or greater ownership.

Owner / Guarantor #1

FULL LEGAL NAME

TITLE / POSITION

OWNERSHIP %

HOME ADDRESS

CITY

STATE

ZIP

YEARS AT ADDRESS

MOBILE PHONE

PERSONAL EMAIL

SIGNATURE (TYPE FULL LEGAL NAME)

DATE (MM/DD/YYYY)

Owner / Guarantor #2

FULL LEGAL NAME

TITLE / POSITION

OWNERSHIP %

HOME ADDRESS

CITY

STATE

ZIP

YEARS AT ADDRESS

MOBILE PHONE

PERSONAL EMAIL

SIGNATURE (TYPE FULL LEGAL NAME)

DATE (MM/DD/YYYY)

Additional owners/guarantors may be attached on a separate sheet. SSN, date of birth, and driver's license number are not collected here — each guarantor will receive a separate, secure TransUnion SmartMove invitation for credit and background screening.

## 5. Banking & Trade References

### Primary Business Bank

BANK NAME

BRANCH ADDRESS

ACCOUNT OFFICER

PHONE

ACCOUNT TYPE

ACCOUNT OPEN DATE (MM/DD/YYYY)

### Trade / Vendor References (provide three)

REFERENCE 1 — COMPANY

CONTACT

PHONE

REFERENCE 2 — COMPANY

CONTACT

PHONE

REFERENCE 3 — COMPANY

CONTACT

PHONE

## 6. Current and Prior Tenancy

### Current Business Location

PROPERTY ADDRESS

CURRENT LANDLORD

LANDLORD PHONE

MONTHLY RENT (\$)

LEASE END DATE (MM/DD/YYYY)

REASON FOR RELOCATING

### Prior Business Location (if applicable)

PROPERTY ADDRESS

PRIOR LANDLORD

LANDLORD PHONE

MONTHLY RENT (\$)

LEASE END DATE (MM/DD/YYYY)

REASON FOR LEAVING

### 7. Financial Disclosure

ANNUAL GROSS REVENUE (CURRENT YR)

ANNUAL GROSS REVENUE (PRIOR YR)

NET OPERATING INCOME (EST.)

TOTAL BUSINESS LIABILITIES

OWNERS' COMBINED LIQUID ASSETS

OWNERS' COMBINED NET WORTH

Documents attached with this application (check all that apply):

Two (2) years business tax returns

Two (2) years personal tax returns (each guarantor)

Most recent business balance sheet

Personal financial statement (each guarantor)

Most recent profit & loss statement

Articles of Organization / Incorporation

Three (3) months bank statements

Certificate of Good Standing (Michigan LARA)

Business plan (if operating < 2 years)

Copy of driver's license (each guarantor)

### 8. Background Disclosures

Answer each. If "Yes," briefly explain on the line provided.

Has the Applicant or any guarantor ever filed for bankruptcy?

Yes No

IF YES, EXPLAIN \_\_\_\_\_

Has the Applicant or any guarantor ever been evicted from a commercial or residential property?

Yes No

IF YES, EXPLAIN \_\_\_\_\_

Has the Applicant or any guarantor ever defaulted on a lease or commercial loan?

Yes No

IF YES, EXPLAIN \_\_\_\_\_

Are there any pending lawsuits, judgments, or tax liens against the Applicant or any guarantor?

Yes No

IF YES, EXPLAIN \_\_\_\_\_

Has any guarantor been convicted of a felony within the past ten (10) years?

Yes No

IF YES, EXPLAIN \_\_\_\_\_

Does the Applicant operate any other businesses at additional locations?

Yes No

IF YES, EXPLAIN \_\_\_\_\_

### 9. Insurance

Tenant must carry commercial general liability and property damage insurance per the Lease (typically not less than \$2,000,000 per occurrence). Landlord shall be named as additional insured.

CURRENT INSURANCE CARRIER

AGENT NAME

AGENT PHONE

LIABILITY LIMITS (\$)

POLICY EXPIRATION (MM/DD/YYYY)

10. Authorization, Certification & Signature

By signing below, the Applicant and each individual owner/guarantor authorize MT Commercial Property Services and its agents to verify all information provided, obtain personal and business credit reports, conduct criminal background, eviction, and civil court searches, contact current and prior landlords, banks, trade references, and any other party named herein, and to re-verify the foregoing at any time during the term of any resulting lease. Applicant certifies that all information provided is true, complete, and accurate. Any false or misleading statement may result in rejection of this application or, if discovered after execution, may constitute a material breach of any resulting Lease.

I authorize MT Commercial Property Services and TransUnion SmartMove (or equivalent consumer reporting agency) to obtain personal and business credit reports on the applicant and each personal guarantor.

I authorize criminal background, eviction history, and civil court record searches on each personal guarantor, and contact with any references named above.

APPLICANT / AUTHORIZED SIGNER SIGNATURE (TYPE FULL LEGAL NAME)

PRINT NAME & TITLE

DATE (MM/DD/YYYY)