

**H.B. Springs Co. Real Estate  
2511 N. Oak Street  
Myrtle Beach, SC 29577**

**COMMERCIAL LEASE APPLICATION**

**Landlord:** \_\_\_\_\_

**Location of Leased Premises:** \_\_\_\_\_

Space #: \_\_\_\_\_ Square Feet: \_\_\_\_\_

**Complete Legal Name to Appear on Lease:** \_\_\_\_\_

Corporation: \_\_\_\_ LLC: \_\_\_\_ Partnership: \_\_\_\_ LLP: \_\_\_\_ Sole Proprietor: \_\_\_\_ Non-Profit: \_\_\_\_\_

Other (explain): \_\_\_\_\_ State in Which Entity Formed: \_\_\_\_\_

Year Formed: \_\_\_\_\_ Federal Tax Payer Identification No: \_\_\_\_\_

D/B/A to Appear on Lease: \_\_\_\_\_

Main Address or Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Address for Notices & Billing: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Current Business Name** (If Differs from Legal Name for This Application): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Fax: \_\_\_\_\_ Yrs. in Business: \_\_\_\_\_

**Name of Person(s) Who Will Sign Lease:**

Person 1: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Person 2: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Married (check): \_\_\_\_ Single (check): \_\_\_\_ Spouse's Name: \_\_\_\_\_

**Other Business Locations:**

Location 1: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Location 2: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Names of Person(s) who will Guarantee Lease:**

Person 1: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Person 2: \_\_\_\_\_ Title: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

**Credit References (Business / Personal):**

Name: \_\_\_\_\_ (circle one): Business Personal

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ (circle one): Business Personal

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ (circle one): Business Personal

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ (circle one): Business Personal

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Bank References:**

Name: \_\_\_\_\_ Account Type: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Account Number: \_\_\_\_\_

Name: \_\_\_\_\_ Account Type: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Account Number: \_\_\_\_\_

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**CONDITIONS AND INFORMATION**

The completion of this application by Applicant(s) (“Tenant”) and the acceptance of this application by Creditor (“Landlord”) creates no obligation of Landlord to approve the application or enter into a lease with Tenant.

By completing this application, Applicant(s) do hereby give full consent to H.B. Springs Co. Real Estate and the Landlord, its agents or associates to have access and obtain information on its present and past history and any information relating to the same.

This application is to be used for the purpose of establishing Applicant’s current and past financial credibility and is for the use and review only by those owner(s) and representative(s) of the property Applicant is interested in leasing.

The confidentiality of the information being furnished by Applicant will be preserved except where disclosure of this information is required by applicable law or for the purposes of evaluating this proposed transaction.

**ATTACH COPIES OF THE FOLLOWING DOCUMENTATION:**

- 1) Applicant’s Current Balance Sheet and Income Statement
- 2) Applicant’s most recent two years’ Federal Tax Returns
- 3) Personal Financial Statement (see attached form)
- 4) Guarantor’s most recent two years’ Federal Tax Returns

Name: \_\_\_\_\_

Statement of Financial Conditions as of: \_\_\_\_\_

**Balance Sheet (attach additional schedule as needed)**

<i>Assets</i>	<i>Dollars</i>	<i>Jt*</i>	<i>Liabilities</i>	<i>Dollars</i>	<i>Jt*</i>
Cash and Short-term Investments (Schedule A)			Outstanding Credit Cards Balances		
Stocks & Bonds (readily marketable) (Schedule B)			Taxes Payable		
Unlisted Securities (Schedule C)			Policy Loan (Life Insurance) (Schedule D)		
Notes Receivable & Accounts Receivable			Mortgage & Obligations Due (Schedules F& G)		
Cash Surrender Value-Life Insurance (Schedule D)			Notes & Accounts Payable (Schedule H)		
General/Ltd. Partnership Interests (Schedule E)			Other Liabilities (list):		
Retirement Accounts					
Personal Property					
Automobiles					
Real Estate-Personal Residences (Schedule F)					
Real Estate-Investments (Schedule G)					
Direct & Partnership Interests (Schedule H)					
Other Assets (list):					
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
			<b>NET WORTH (total assets - total liabilities)</b>		

**Income Statement**

<i>Annual Income</i>	<i>Applicant</i>	<i>Co-App.</i>	<i>Annual Expenses</i>	<i>Applicant</i>	<i>Co-App.</i>
Salary			Home Mortgage (Principal & Interest)		
Bonus and Commissions			Loan Payments (including other R/E)		
Interest and Dividends			Income Tax (State & Federal)		
Alimony, Separate Maintenance, Child Support**			Planned or Required Investments		
Capital Gains			General Living Expenses		
Real Estate Income			Other Expenses (list):		
Other Income (list):					
<b>GROSS INCOME</b>			<b>TOTAL EXPENSES</b>		

\*Please check if jointly held.

\*\*Alimony, separate maintenance, and/or child support income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Schedule A: Cash & Short-term Investments (certificates of deposit, commercial paper, money market funds, etc.)**

Name of Institution	Savings Accts (\$ amount)	Checking Accts (\$ amount)	Other Short-term Investments (type and \$ amount)	Total	

**Schedule B: Stocks and Bonds (include U.S. Government and Marketable Securities)**

Name of Shares or Face Value (Bonds)	Description	Market Value	Margin? (Y/N)	Restricted? (Y/N)	

**Schedule C: Unlisted Securities**

Name of Security	Description	Market Value	

**Schedule D: Life Insurance Carried (include individual and group insurance)**

Name of insurance company	Owner of Policy	Beneficiary	Face Value	Policy Loans	Cash Surrender Value	

**Schedule E: General/Ltd. Partnership Interests**

Name of company	Type of business	State of Incorporation	% Ownership	Value of Ownership Interest

**Schedule F: Real Estate Personal Residences**

Property Address	Value	Mortgage Payable

**Schedule G: Real Estate Investments**

Property Address	Value	Mortgage Payable	Annual Cash Flow

**Schedule H: Direct & Partnership Interests**

Name of company	Type of business	State of Incorporation	% Ownership	Value of Ownership Interest