

Tenant Application Cover Sheet

1. Attached Tenant Information Sheet must be filled out completely.
2. Provide a copy of driver's license(s).
3. Provide proof of income (2 month's of recent bank statements, tax returns).
4. The security deposit is 1.5 times the monthly rent for sole proprietors.

Security deposit may be higher based on credit and intended use of the premises. If applying as a corporation, security deposit requirements are different (2 times the monthly rent), and additional documentation is required (Articles of Incorporation, Statement of Information).

5. If doing business under a Fictitious Business Name, a copy of the DBA is required.
6. We do require proof of General Liability Insurance before keys are provided. The minimum general annual aggregate coverage is \$2 million, and coverage per occurrence is \$1 million.
7. Your first payment must be made in certified funds. Checks must be made out to : "**Valley Commerce LLC**" Checks can be directed to 8161 E. Kaiser Blvd, #28293, Anaheim, CA 92809

Should you have any questions, please contact
Phone: (951) 662-3143
Email: valleycommerceproperties@gmail.com

To: _____
 From: _____
 Re: _____

Tenant Information Sheet

| | First | Middle | Last | Social Sec. # | Driver Lic. # | Birth Date |
|---------------|-------|--------|------|---------------|---------------|------------|
| Applicant: | | | | | | |
| Co-Applicant: | | | | | | |

DBA or Fictitious Business Name(s): _____

Proposed Use of Premises: _____

Existing Business? _____ How many Years? _____ Annual Gross Income: _____

Web Address: _____

E-mail Address: _____

Type of Organization:

- ____ Sole Proprietorship - Owner's Name: _____
- ____ Partnership - Partner Names: _____
- ____ Corporation - Years Incorporated: _____

Business Address(present): _____ City: _____ Zip _____

Business Phone #() _____ Business Fax #() _____

Own ___ Rent ___ If rent, owner/mgr name: _____ Phone:() _____

How long? _____ Reason for leaving _____

Home Address(present): _____ City: _____ Zip _____

Home Phone #() _____ Home Fax/pager #() _____

Own ___ Rent ___ If rent, owner/mgr name: _____ Phone:() _____

How long? _____

Bank References: (Specify Business or Personal)

Checking/Savings Account #: _____ Bank Name: _____

Balance: \$ _____ Phone #:() _____

Contact Person: _____

Other Account #: _____ Bank Name: _____

(Money Market, C.D., credit union)

Balance: \$ _____ Phone #:() _____

Contact Person: _____

Credit References: Suppliers/Business Accounts

Supplier _____ Line of Credit Am't \$ _____ Phone:() _____

Supplier _____ Line of Credit Am't \$ _____ Phone:() _____

(please turn page over)

Tenant Information Sheet continued**Employment:** (including self-employed)

| | Current Employment | Previous Employment | Spouse |
|---------------------|--------------------|---------------------|---------|
| Employed by | | | |
| Address | | | |
| Employer Phone | () | () | () |
| Position | | | |
| Name of Supervisor | | | |
| Dates of Employment | From To | From To | From To |
| Income Per Month | \$ | \$ | \$ |

Vehicles: Specify Business or Personal

| Autos/Trucks: Make | Model | Color | Year | License # | Lease | Own | Balance Owed |
|--------------------|-------|-------|------|-----------|-------|-----|--------------|
| | | | | | | | |
| | | | | | | | |

Persons to notify in case of emergency:

| Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
| | | () | |
| | | () | |

Applicant(s) represents that statements made above are true and correct and hereby authorizes verification of references, including but not limited to, obtaining credit, unlawful detainer, and criminal history reports and agrees to furnish additional credit information upon request. Applicant(s) hereby waives any claim and releases from liability any person providing or obtaining said verification or additional information. I(we) fully understand that misrepresentation or concealment relative to any of the above facts will, at Landlord's option, void our rights under any agreement entered into for the leasing of premises being applied for.

Date: _____

Signature: _____

Date: _____

Signature: _____

Please email this application to : **valleycommerceproperties@gmail.com**