

HEIGHTS REAL ESTATE - COMMERCIAL APPLICATION FORM

How Did You Hear about this Space? _____

Rental Agent: _____

Application For Property Address: _____ Unit#: _____ City, St, Zip: _____

Monthly Rent: _____ # Workers: _____ Application Fee: \$ 50.00 _____

Please fax COMPLETED application to (212) 217-1196.

 List ALL Occupant names

MAIN APPLICANT

TOTAL

Last Name _____	First Name: _____
Middle Name: _____	Date of Birth: _____
Social Security #: _____ - _____ - _____	

CO-APPLICANT

Last Name _____	First Name: _____
Middle Name: _____	Date of Birth: _____
Social Security #: _____ - _____ - _____	

CONTACT

Home #: _____	Work _____	Ext: _____
Cellular# _____	Personal E-Mail _____	
Beeper#: _____	Work E-Mail: _____	

Home #: _____	Work _____	Ext: _____
Cellular# _____	Personal E-Mail _____	
Beeper#: _____	Work E-Mail: _____	

EMPLOYMENT HISTORY

Company Name: _____	Position/Title: _____
Address _____	City, State, Zip: _____
Employment Start Date: _____	Annual Salary: _____
Supervisor Name: _____	Supervisor Tel #: _____

Company Name: _____	Position/Title: _____
Address _____	City, State, Zip: _____
Employment Start Date: _____	Annual Salary: _____
Supervisor Name: _____	Supervisor Tel #: _____

CURRENT RESIDENCE

Address, _____	Do you Own/Rent?
City, State, Zip: _____	
Landlord Name: _____	Landlord Tel #: _____
Dates Lived There: _____ To _____	Monthly Rent _____

Address, Apt: _____	Do you Own/Rent?
City, State, Zip: _____	
Landlord Name: _____	Landlord Tel #: _____
Dates Lived There: _____ To _____	Monthly Rent _____

COMPANY INFORMATION

Legal Name _____ DBA _____ Address, Unit _____ City, State, Zip: _____ Landlord Name: _____ Date Entity Create _____ Tax ID#: _____ <input type="checkbox"/> Entity Formation Papers attached (Cert of inc, etc)	<h3 style="margin: 0;">Officers Names and Positions (List All)</h3> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Entity Type: _____</td> </tr> <tr> <td>Name: _____ Position: _____ Yrs w/Co: _____</td> </tr> <tr> <td>Name: _____ Position: _____ Yrs w/Co: _____</td> </tr> <tr> <td>Name: _____ Position: _____ Yrs w/Co: _____</td> </tr> <tr> <td>Name: _____ Position: _____ Yrs w/Co: _____</td> </tr> <tr> <td>Name: _____ Position: _____ Yrs w/Co: _____</td> </tr> </table>	Entity Type: _____	Name: _____ Position: _____ Yrs w/Co: _____	Name: _____ Position: _____ Yrs w/Co: _____	Name: _____ Position: _____ Yrs w/Co: _____	Name: _____ Position: _____ Yrs w/Co: _____	Name: _____ Position: _____ Yrs w/Co: _____
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DOCUMENTS TO BE SUBMITTED WITH APPLICATION *(please check off all documents submitted with this application)*

- | | |
|---|--|
| <input type="checkbox"/> Income Tax Returns - 3 Years | <input type="checkbox"/> Driver's License, Social Security Card and W2 |
| <input type="checkbox"/> Bank Statements (3 months) for Personal and Business | <input type="checkbox"/> Personal Financial Statem |

I hereby authorize The Heights Real Estate Company and a credit reporting agency to conduct inquiries concerning my income, financials, businesses and character, including criminal checks for the purpose of verifying information by me on my commercial rental application to the above named building. Such authorization shall continue throughout the tenancy and shall continue up to the year after the lease shall terminate. I understand that a full disclosure of pertinent facts may be made to the landlord and any misrepresentation by me may be cause for rejection by the landlord. I, Tenant / Applicant understand and agree that the fee paid is non refundable should I be rejected and that I have no recourse whatsoever against the Managing Agent or the Landlord. A certificate of insurance must be produced by lease signing.

No Application is finalized until the lease is signed nor does submission of application guarantee the applicant for the space until the lease is signed.

Applicant Signature: _____ Co-Applicant Signature: _____ Date: _____