



Application to Lease

- **Corporate and Individual Tenants**

Thank you for your interest in leasing a retail space exclusively listed by BP International, Inc. The Landlord will require the following information to approve your tenancy in the property. Please either fax or email the completed application back to our office at (626) 821-9099 or leasing@bpinternational.net. Should there be further questions, please feel free to contact our office at (626) 821-3448 ext. 100 or 101. We look forward to service your commercial investment needs.

Corporate Tenants (limited liability company, limited partnership, incorporated)

Please provide us with the following:

- A completed Application to Lease (if required);
- Copies of your company's current, year-to-date financial statements;
- Copies of your company's Articles of Incorporation or Articles of Organization, Bylaws, Statement of Information and Corporate Resolution;
- A resolution authorizing the proposed transaction (indicating appropriate signers);
- Copies of your company's bank statements for the past two months;
- Copies of your IRS tax returns (all schedules included) for the past two years.

Individual Tenants

Thank you for your interest to lease a retail space exclusively listed by BP International, Inc. Please provide us with the following:

- A completed Application to Lease and a copy of your ID (ie: California driver's license);
- Copies of your bank statements for the past two months;
- Copies of your individual IRS tax returns (all schedules included) for the past two years.

Applicant Name: _____

Property Address: _____

• **Standard Shopping Center/ Office
Application to Lease**

BP International, Inc. will need the following information in order to credit a credit report for the owner's use. One form must be filled out for each of the partners.

SECTION 1:

PERSONAL INFORMATION

Full Name, Middle Initial: _____

Date of Birth: _____ Driver's License #: _____
(Please attach a photocopy of the driver's license)

Social Security #: _____

Home Tel: _____ Cell: _____ Email: _____

Present Address: _____

Time in Resident: _____(YRS/MOS) Do You: _____OWN _____RENT

Monthly Payment: _____ Mortgager/Landlord Tel No. _____

Previous Address: _____ Number of Dependents: _____
(If the above address is less than 5 years)

Marital Status: ____ Married ____ Unmarried ____ Separated
(If Married, Please give the following information on Spouse on **Section 2**)

PRESENT EMPLOYMENT INFORMATION

Employer/ Company: _____ Length of Employment: _____

Employer Address: _____ Tel: _____

Length of Employment/Ownership: _____(YRS/MOS) Monthly Salary: _____

Job Title: _____ Verification (Landlord/Employer) Tel No.: _____

I / We understand that information received as a result of this report is confidential and will be used for the purpose of credit verification for the Landlord's use. I / We, undersigned expressly authorize Landlord or Landlord's agent to obtain my/ our credit report.

Applicant Signature Date

Spouse Signature Date



Applicant Name: _____

Property Address: _____

**• Standard Shopping Center/ Office
Application to Lease**

BP International, Inc. will need the following information in order to credit a credit report for the owner's use. One form must be filled out for each of the partners.

SECTION 2:

SPOUSE'S INFORMATION

Full Name, Middle Initial: _____

Date of Birth: _____ Driver's License #: _____
(Please attach a photocopy of the driver's license)

Social Security #: _____

Home Tel: _____ Cell: _____ Email: _____

Present Address: _____

Time in Resident: _____(YRS/MOS) Do You: _____OWN _____RENT

Monthly Payment: _____ Mortgager/Landlord Tel No. _____

Previous Address: _____ Number of Dependents: _____
(If the above address is less than 5 years)

Marital Status: Married Unmarried Separated

SPOUSE'S EMPLOYMENT INFORMATION

Employer/ Company: _____ Length of Employment: _____

Employer Address: _____ Tel: _____

Length of Employment/Ownership: _____(YRS/MOS) Monthly Salary: _____

Job Title: _____ Verification (Landlord/Employer) Tel No.: _____

I / We understand that information received as a result of this report is confidential and will be used for the purpose of credit verification for the Landlord's use. I / We, undersigned expressly authorize Landlord or Landlord's agent to obtain my/ our credit report.

Applicant Signature Date

Spouse Signature Date



Applicant Name: _____

Property Address: _____

**• Standard Shopping Center/ Office
Application to Lease**

SECTION 3:

FINANCIAL INFORMATION

Cash in Bank	\$ _____	Notes Payable Total Owed (list below)	\$ _____
Stocks & Bonds (net) (listed below)	\$ _____	Accounts Payable Total Owed (list below)	\$ _____
Life Insurance (surrender value)	\$ _____	Income Taxes-Accrued to Date	\$ _____
Real Estate (total value) (list below)	\$ _____	Mortgages-Total Owed (list below)	\$ _____
Automobiles	\$ _____	Automobiles-Total Owed	\$ _____
Personal Possessions	\$ _____	Other Debts	\$ _____
Total Assets	\$ _____	Total Liabilities	\$ _____
		NET WORTH	\$ _____
		(Assets - Liabilities = Net Worth)	

ANNUAL INCOME & EXPENDITURES

Your Salary	\$ _____	Payment on Notes Owed	\$ _____
Spouse's Salary	\$ _____	Payment on Accounts Payable	\$ _____
Dividend & Interest Income	\$ _____	Rent / Mortgage Payment	\$ _____
Rental Income	\$ _____	R.E. & Income Tax Payment	\$ _____
Business Income	\$ _____	Personal Living Expenses	\$ _____
Other	\$ _____	Other	\$ _____

REAL ESTATE MORTGAGE & TRUST DEEDS

Description	Original Cost	Present Value	Amount Owed	Monthly Payment

STOCKS & BONDS

Description	Number of Shares	Original Cost	Present Value

