



Documents required for new lease / lease assignment

1. Commercial Lease Application
2. \$500.00 non-refundable lease transfer fee made out to O.I. Management (paid at the time of application submission).
3. Recent Bank Statements for last two months
4. Credit report issued by one of the three major credit reporting companies (Transunion, Experian, Equifax) which shows credit analysis and credit score. (www.annualcreditreport.com)
5. Copy of valid driver's license
6. Copy of last two year's tax returns

Once all documents are gathered and completed, kindly remit to our office in the method of your choice:

Via e-mail to: Spencer@OIMgmt.com

**(ALL DOCUMENTS MUST BE SUBMITTED AT ONE TIME WITH FUNDS
BEFORE REVIEW OF ITEMS WILL START)**

COMMERCIAL LEASE APPLICATION

Please provide all of the information requested below. Incomplete information can delay the processing of your application.
PLEASE PRINT CLEARLY. Landlord will use this information to run background checks, credit report data etc..

OCCUPANT(S)

Company _____

Address (Main Office) _____

Number Street City State Zip

DBA _____ Sole Prop Partnership Corp.

Corp. No. _____ Year Established _____

Employer ID# _____ Number of Employees _____

Type of Business _____

Gross Annual Revenue _____

Contact Person _____ Title _____

Phone # (_____) Fax # (_____)

COMMERCIAL RENTAL HISTORY (No Less Than Two Years)

Present Address _____

Number Street City State Zip

Rent _____ Own _____ Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # (_____)

Previous Address _____

Number Street City State Zip

Rent _____ Own _____ Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # (_____)

BANKING REFERENCE

Name _____ Phone # (_____)

Address _____

Number Street City State Zip

Account # _____ Checking _____ Savings _____ Balance _____

OTHER INFORMATION

THE PRINCIPALS

1) _____ Title _____
Last First Middle

Social Security # _____ Date of Birth _____

Address _____

Number Street City State Zip

OTHER INFORMATION (continued)

THE PRINCIPALS

2) _____ Title _____
Last First Middle
Social Security # _____ Date of Birth _____

Address _____
Number Street City State Zip

3) _____ Title _____
Last First Middle
Social Security # _____ Date of Birth _____

Address _____
Number Street City State Zip

CREDIT REFERENCES

1) Company _____ Phone # (_____) _____
Address _____
Number Street City State Zip

Account # _____ Contact Person _____

2) Company _____ Phone # (_____) _____
Address _____
Number Street City State Zip

Account # _____ Contact Person _____

3) Company _____ Phone # (_____) _____
Address _____
Number Street City State Zip

Account # _____ Contact Person _____

AUTHORIZATION

Contemporary Information Corporation or any firm acting on its behalf is hereby granted permission to perform a credit check on our company and/or its principals.

1) SIGNATURE: _____ DATE _____
By _____ TITLE _____

2) SIGNATURE: _____ DATE _____
By _____ TITLE _____

3) SIGNATURE: _____ DATE _____
By _____ TITLE _____

FOR OFFICE USE ONLY

NOTE: Advise the applicant to authorize banks, landlords, and credit references to release all relevant information to Contemporary Information Corporation.

Remarks: _____

Move in Date _____ Unit # _____ Unit Type _____ Rent \$ _____

Advise Applicants _____

Not Accepted: Reason _____



BACKGROUND INVESTIGATION INFORMATION AND AUTHORIZATION

THIS IS AN IMPORTANT DOCUMENT THAT REQUIRES YOUR ATTENTION. PLEASE REVIEW IT CAREFULLY.

As part of a tenant background check, OVERSTREET INTERNATIONAL MANAGEMENT, LLC or assignee, may obtain a report about you from a consumer reporting agency for the purpose of evaluating you as a prospective tenant. Please provide the following information about yourself.

Applicant Name: _____ (First,/Middle/Last)

Social Security #: _____ Date of Birth: _____ (For Identification Purposes Only)

Current Address: _____

How long at current address: _____

Former Address: _____

Have you been know by other names in the past five years? YES NO

If yes, please list those names here; _____

Have you plead or been adjudged of a criminal offense in a court of law within the last seven (7) year period?

YES NO

If yes, please provide details here: _____

1. Criminal History Check

Please list previous addresses (last 5 years). List current address first.

Street Address	City/State/Zip	Country (If known)
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF YOU WISH TO BE CONSIDERED FOR TENANCY AT OVERSTREET INTERNATIONAL MANAGEMENT, LLC or assignee YOU MUST SIGN THIS AUTHORIZATION. PLEASE READ THOROUGHLY.

I, _____ hereby consent and authorize OVERSTREET INTERNATIONAL MANAGEMENT, LLC or assignee and/or its agents to prepare and obtain a consumer report including, but not limited to, information as to my criminal history, employment experience and/or credit history. This report may contain information bearing on my criminal history (if any), creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. Public records may be used in this reports, such as civil and court records.

By signing below, I certify that I have read this document carefully, understand it, and agree to it voluntarily and without duress.

I agree that withholding any of the information requested in this document or submitting false information in connection with this document constitutes valid grounds for rejecting the rental application or the termination of tenancy.

Authorization Signature of Applicant: _____ Date: _____

Personal Financial Statement

As of: _____

Name		Business Phone	
Spouse's Name		Res. Phone	
Residence Address		Fax	
City, State, & Zip Code			
Business Name			

ASSETS		LIABILITIES	
Cash on Hand(& in banks) <i>(describe in Section 1)</i>		Notes Payable <i>(describe in Section 8)</i>	
Cash Value on Life Insurance <i>(describe in Section 2)</i>		Real Estate Mortgages Balance <i>(describe in Section 5)</i>	
Retirement Accounts <i>(describe in Section 3)</i>		Taxes Due <i>(describe in Section 9)</i>	
Stocks/Bonds/Equities <i>(describe in Section 4)</i>		Accounts and Bills Payable <i>(describe in Section 8)</i>	
Value of Real Estate Owned <i>(describe in Section 5)</i>		Other Debts <i>(describe in Section 10)</i>	
Automobiles <i>(present value)</i>		Automobile Loans <i>(describe in Section 8)</i>	
Investments <i>(describe in Section 6)</i>		TOTAL LIABILITIES:	
Personal Property <i>(describe in Section 7)</i>		TOTAL LIABILITIES & NET WORTH: (Total Assets - Total Liabilities)	
TOTAL ASSETS:			

SOURCE OF INCOME:			
ANNUAL INCOME		ESTIMATE OF ANNUAL EXPENSES	
Salary, Bonuses, Commissions: <i>(current year projection)</i>		Income Taxes:	
Salary, Bonuses, Commissions: <i>(previous calendar year)</i>		Insurance Premiums:	
Other Income* <i>(describe below)</i>		Mortgage Payments or Rent:	
		Automobile Payments:	
		Other Expenses (list): <i>credit card use</i>	
TOTAL:		TOTAL:	

* *Description of Other Income listed above:*

GENERAL INFORMATION:			
Are you a defendant in any Suits of Legal Actions? <i>(If Yes, please explain):</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you declared Bankruptcy in the last 10 years? <i>(If Yes, please explain):</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

DESCRIPTION OF LINE ITEMS:

Section 1. Cash on Hand (& in banks)					
Name of Bank	Type of Account	Acct. Number	Balance		
1.					
2.					
Section 2. Cash Value on Life Insurance					
Insurance Company Name	Face Value of Policy	Current Cash Value			
1.					
2.					
Section 3. Retirement Accounts					
Institution	Type of Account	Current Value			
1.					
2.					
3.					
Section 4. Stocks/Bonds/Equities					
Institution	Description	Current Value			
1.					
2.					
3.					
Section 5. Real Estate Owned:					
	Property A	Property B			
Title in Name of:					
Address:					
Current Value:					
Mortgage Holder:					
Current Mortgage Balance:					
Current Monthly Payment:					
Section 6. Investments					
Description	Value				
1.					
2.					
3.					
Section 7. Personal Property					
Description of Notable Personal Property	Value				
1.					
2.					
3.					
Section 8. Notes Payable / Accounts and Bills Payable					
Name / Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	Type of Collateral
1.					
2.					
3.					
Section 9. Taxes Due					
Description:	Amount Due				

Signature: _____	Date: _____	SSN: _____
Spouse's Signature: _____	Date: _____	SSN: _____