

## COMMERCIAL TENANT APPLICATION

\* Please submit a \$100 application payment along with your application (payable to CMC Real Estate Group).

[https://www.cmcreg.com/newapplications\\*](https://www.cmcreg.com/newapplications*)

Email: [info@cmcreg.com](mailto:info@cmcreg.com) Phone: 470-210-0106

Primary Applicant First & Last Name:  Mr.  Mrs.  Ms.  Dr. \_\_\_\_\_

Are you working with an Agent?  No |  Yes, Agent & Broker name:

Type of Business (i.e. restaurant, retail, office): \_\_\_\_\_

Location of Desired Premises: \_\_\_\_\_ Unit#: \_\_\_\_\_

### Application Instructions:

Thank you for your interest in applying for the above unit. All documents must be received in order to be considered COMPLETE. Any missing documents will delay the application process. Any misstatements or omissions made on your application may be grounds for DENIAL or TERMINATION of the lease. If information given on the application CANNOT BE VERIFIED, it may be DENIED.

### Attach Additional Documents:

#### REQUIRED:

1. \_\_\_\_\_ **NON-REFUNDABLE Application fee** (made payable to “CMC Real Estate Group”)
2. \_\_\_\_\_ Each applicant’s **photo ID** (driver’s license, passport, etc.)
3. \_\_\_\_\_ **Credit & Background Check Authorization** (see attached form)

#### EXISTING/NEW BUSINESSES:

4. \_\_\_\_\_ *If you have registered your business, your company’s **Articles of Incorporation** (if incorporated in GA, can be found on Georgia Corporations Division business search <https://ecorp.sos.ga.gov/>)*
5. \_\_\_\_\_ *If available, most recent 3 month’s **Business bank statements***
6. \_\_\_\_\_ *If existing business, current **Balance Sheet and Income Statement***
7. \_\_\_\_\_ *If applicable, any **pre-approved business loans** from financial institution*

#### INDIVIDUAL:

8. \_\_\_\_\_ *If employed or self-employed, Applicant’s most recent 3 month’s **Paystubs or 1099-MISC***
9. \_\_\_\_\_ *Applicant’s most recent 3 month’s **Personal bank statements***
10. \_\_\_\_\_ *Applicant’s most recent 3 years’ **Federal Tax Returns**<sup>1</sup>*

#### OTHER:

11. \_\_\_\_\_ *If there is a separate Guarantor, Guarantor’s most recent 3 years’ of **Federal Tax Returns***
12. \_\_\_\_\_ *If you have an Agent, Broker’s signed **W-9***

### OFFICE USE ONLY

Driver’s License verified via DDS?  Yes  No

Shopping Center Use Permitted?  Yes  No, restriction found on lease: \_\_\_\_\_

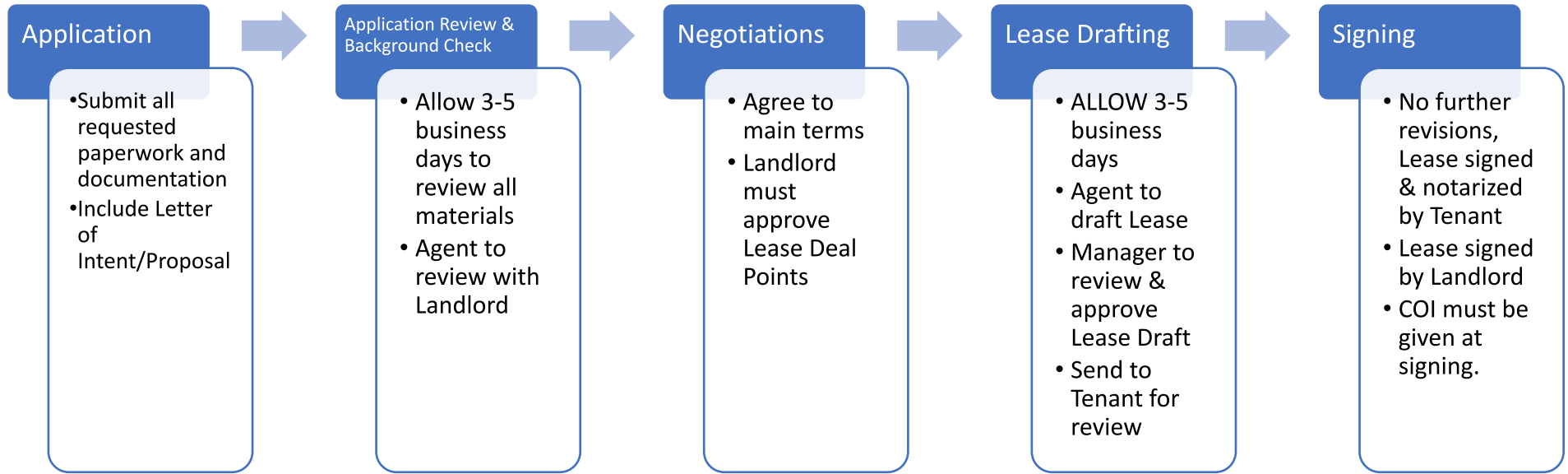
Approximate Cash Available (checking & savings): \$ \_\_\_\_\_

Reported Total Income on last Tax Return: \$ \_\_\_\_\_

<sup>1</sup> If Federal tax returns are unavailable, other acceptable forms include 1099-MISC or W-2

## APPLYING FOR ONE OF OUR SPACES?

Please review this handout for more information and expectations:





## APPLICANT QUESTIONNAIRE:

---

**Desired Monthly Rent:** \$ \_\_\_\_\_ **Desired Sq. Ft.:** \_\_\_\_\_ **Desired Move In:** \_\_\_\_\_  
**Desired Lease Term:** \_\_\_\_\_ **Expected # of Months for Build Out** \_\_\_\_\_

1. **Have you already viewed the space?**  No |  Yes, Name of Agent Who Showed: \_\_\_\_\_
2. **Separate Letter of Intent (LOI) attached?**  Yes |  No
3. **Do you have any special requests (concessions) from the Landlord? If so, please detail:**
  
4. **Are you taking out a loan to start the business?**  Yes |  No
5. **Have you ever filed for bankruptcy?**  No  Yes, explain:
6. **Or if you have other negative history on your credit report, please explain:**
  
7. **Have you ever filed suit against a landlord?**  No  Yes, explain:
  
8. **Have you ever been a defendant in an unlawful detainer (eviction) lawsuit or defaulted (failed to perform) any obligation of a rental agreement or lease?**  No  Yes, explain:
  
9. **Have you ever been convicted of a crime?**  No  Yes, explain:
  
10. **Does your business require the use of any large utility vehicles, vans, and/or buses? Will you need to park it on-site? Not including temporary loading vehicles and/or delivery trucks.**  No  Yes, explain:
  
11. **How did you hear about the vacant unit?**  
 Drive-by  LoopNet  CoStar  Referral: \_\_\_\_\_
12. **Any additional comments for the Leasing Agent:**

**BUSINESS INFORMATION:**

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

Tradename (dba) to Appear on Lease: \_\_\_\_\_

Corporation  LLC  Partnership  LLP  Sole Proprietor  Non-Profit

Other: \_\_\_\_\_ State in Where Entity Formed: \_\_\_\_\_

Year Formed: \_\_\_\_\_ Federal Taxpayer Identification No: \_\_\_\_\_

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

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

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

Address for Notices & Billing: Check if same as Main/Home Address

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

**NAME OF PERSON(S) WHO WILL SIGN LEASE:**

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

Social Security Number: \_\_\_\_\_ Est. Credit Score: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Current Occupation: \_\_\_\_\_ Current Industry: \_\_\_\_\_

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

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

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

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

Social Security Number: \_\_\_\_\_ Est. Credit Score: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Current Occupation: \_\_\_\_\_ Current Industry: \_\_\_\_\_

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

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

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



**NAMES OF PERSON(S) WHO WILL GUARANTEE LEASE (if different from above):**

**Person 1:** \_\_\_\_\_ Title: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Est. Credit Score: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
 Current Occupation: \_\_\_\_\_ Current Industry: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Person 2:** \_\_\_\_\_ Title: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ Est. Credit Score: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
 Current Occupation: \_\_\_\_\_ Current Industry: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**REFERENCES (BUSINESS / PERSONAL):**

Name: \_\_\_\_\_  Business  Personal  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_  Business  Personal  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_  Business  Personal  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_



## COVER LETTER:

**Instructions:** Please either attach your Business Cover Letter OR detail your business experience and future business plans in the space provided below. Give us a general idea of your business past, present, and future.

Is this your first business?  Yes  No

Detailed list of services or items for sale: \_\_\_\_\_

Attached Menu/Product List (if applicable)  Yes  No  N/A

### **OTHER BUSINESS LOCATIONS (IF APPLICABLE):**

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

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

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

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

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

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

## **APPLICATION AGREEMENT**

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 and authorize, CMC REAL ESTATE GROUP, its agents, and associates to have access and obtain information on its present and past history and any information relating to the same for the limited purpose of determining the Applicant’s leasing eligibility, potential negotiations related to the lease of the premises, complete any state and local filings, and perform all statutory due diligence as required under Georgia Law. This application is to be used for the purpose of establishing Applicant’s current and past credit position and 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 application fee covers the administrative costs associated with the application and is both **MANDATORY and NON-REFUNDABLE**.

A Credit Check Authorization Form (see attached) is required, in addition to this application, if Applicant is an individual or if a Guarantor is coupled with the proposed lease.

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.

\_\_\_\_\_  
**APPLICANT 1** (Print Name or Company Name)

\_\_\_\_\_  
**Position in Company**

\_\_\_\_\_  
**Main Address**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**APPLICANT 2 if applicable** (Print Name)

\_\_\_\_\_  
**Position in Company**

\_\_\_\_\_  
**Main Address**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**APPLICANT 3 if applicable** (Print Name)

\_\_\_\_\_  
**Position in Company**

\_\_\_\_\_  
**Main Address**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Additional signatures  are or  are NOT attached.*



**CREDIT & BACKGROUND CHECK AUTHORIZATION**

**\*Any and EACH Guarantor(s) will also need to sign and authorize Credit Check form\***

I/We, the undersigned, hereby authorize CMC REAL ESTATE GROUP, and/or any of its affiliates, partners, subsidiaries, employees or designees (hereinafter collectively referred to as “CMC REAL ESTATE GROUP”), to make any credit inquiries that CMC REAL ESTATE GROUP may deem necessary in connection with my/our lease application. This authorization also applies to inquiries regarding employment history, bank accounts, and follow-up credit inquiries/checks that CMC REAL ESTATE GROUP may deem necessary now or in the future, in connection with the tenancy contemplated.

\_\_\_\_\_  
**APPLICANT 1 (Print Name)**

\_\_\_\_\_  
**Position in Company**

\_\_\_\_\_  
**Main Address**

\_\_\_\_\_  
**FEIN or SSN**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**APPLICANT 2 if applicable (Print Name)**

\_\_\_\_\_  
**Position in Company**

\_\_\_\_\_  
**Main Address**

\_\_\_\_\_  
**SSN**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**APPLICANT 3 if applicable (Print Name)**

\_\_\_\_\_  
**Position in Company**

\_\_\_\_\_  
**Main Address**

\_\_\_\_\_  
**SSN**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*Additional signatures  are or  are NOT attached.*