

# TENANT APPLICATION

**For the property located at:** \_\_\_\_\_

**INDIVIDUAL INFORMATION**

Emergency Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ Social Security#: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse: \_\_\_\_\_ Spouse's Social Security #: \_\_\_\_\_

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

(If above address less than 3 yrs.)

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Present Business Address: \_\_\_\_\_ If Self, How Long: \_\_\_\_\_

**CORPORATE INFORMATION**

Corporation Name: \_\_\_\_\_ DBA: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_ Fed ID#: \_\_\_\_\_ D&B# \_\_\_\_\_

Officer: \_\_\_\_\_ Title: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Officer: \_\_\_\_\_ Title: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**GENERAL INFORMATION**

Current Landlord: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Personal Bank**

Checking: \_\_\_\_\_ Branch/City: \_\_\_\_\_ Account #: \_\_\_\_\_

Savings: \_\_\_\_\_ Branch/City: \_\_\_\_\_ Account #: \_\_\_\_\_

**Business Bank**

Name on Account: \_\_\_\_\_ Branch/City: \_\_\_\_\_ Account #: \_\_\_\_\_

**Home Loan Information**

Secured by: Name: \_\_\_\_\_ Address: \_\_\_\_\_

Loan #: \_\_\_\_\_ Balance on Loan: \_\_\_\_\_ Estimated Value: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Comments: \_\_\_\_\_

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**CREDIT REFERENCES - Name, Address, Phone Number**

1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 4. \_\_\_\_\_  
 5. \_\_\_\_\_

**TRADE REFERENCES - Name, Address, Phone Number**

1. _____	_____	Open
2. _____	_____	Closed
3. _____	_____	Open
4. _____	_____	Closed
	_____	Open
	_____	Closed
	_____	Open
	_____	Closed

Credit Check by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ASSETS: (Total) LIABILITIES: (Total)**

Cash: _____ Bank: _____	Unsecured Loans: \$ _____ With: _____
Account No.: _____	(Balance Due) For: _____ Loan No.: _____
Contact: _____	Secured Loans: \$ _____ With: _____
Real Estate: _____ (Type)	(Balance Due) For: _____ Loan No.: _____
_____ (Address)	Secured Loans: \$ _____ With: _____
\$ _____ (Market Value)	(Balance Due) For: _____ Loan No.: _____
Stocks, Bonds: _____ (Type, Shares)	
\$ _____ (Current Value)	
Personal Property: \$ _____ (Current Value)	Credit Cards: Total Balance Card I.D. (Type)
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	Other: Type \$ _____
	_____
	_____
	_____

(Continue on separate sheet if necessary)

Total Monthly Income: \$ \_\_\_\_\_ Total Monthly Expenses: \$ \_\_\_\_\_

Sources: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize Encon Commercial Real Estate Services or landlord to review my personal credit and business credit profile to be used only in conjunction with this application and property identified within.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_