

16400 VENTURA BLVD, ENCINO - TENANT APPLICATION*(Please print)*

Date: _____

Applicant or Leasing Entity (Name of individual, partnership, or corporation):

Check one <input type="checkbox"/> <i>Corporation:</i>	<i>Articles of Incorporation must be provided and 2 years' Annual Report and corporate tax return.</i>
<input type="checkbox"/> <i>Partnership:</i>	<i>Partnership Agreement must be provided plus individual partners' current personal financial statement and 2 years' personal tax returns.</i>
<input type="checkbox"/> <i>Individual:</i>	<i>Personal balance sheet and 2 years' personal tax returns must be provided. Must include Drivers' license number.</i>

CURRENT CORPORATE HEADQUARTERS/ HOME ADDRESS (For partnership/individuals)
(Do not use P.O. Box)

DATE STARTED:		TAX ID	
CORPORATE PHONE #		WEBSITE E-MAIL	
STATE OF INCORPORATION		STATE OF PARTNERSHIP FORMATION	
DBA		LOCAL PHONE #	
FULL DESCRIPTION OF INTENDED USE			
HOW LONG DO YOU INTEND TO OCCUPY			
CURRENT BUSINESS LANDLORD			
Name		YEARS AT THIS LOCATION	
Phone #		NUMBER OF EMPLOYEES	
PRESENT BUSINESS ADDRESS		NUMBER OF PARKING SPACES NEEDED	
		ANY OVERNIGHT PARKING?	
INTERNET USE: NUMBER OF DESKTOPS		NUMBER OF LAPTOPS	
NUMBER OF VOIP USERS		NUMBER/TYPE SERVERS	
BANK REFERENCE		ACCOUNT #	
CONTACT NAME		PHONE #	

PLEASE LIST ANY AND ALL HAZARDOUS SUBSTANCES THAT WILL BE ON THE PREMISES AND THE APPROXIMATE AMOUNTS
DISPOSAL ARRANGEMENT

- ☐ CORPORATE
☐ GENERAL PARTNER(S)
☐ INDIVIDUAL(S) SIGNING THE LEASE
 (Please check one)

(1) First / M.I. / Last Name	
Title	% OWNERSHIP
Soc. Sec. #	DATE OF BIRTH
Drivers License #	STATE
NAME OF SPOUSE	
CURRENT LANDLORD/MORTGAGE CO. Name	Phone #
CURRENT RESIDENCE ADDRESS	
HOME PHONE	CELL PHONE
PERSONAL E-MAIL	
YEARS AT THIS LOCATION	

(2) First / M.I./ Last Name	
Title	% OWNERSHIP
Soc. Sec. #	DATE OF BIRTH
Drivers License #	STATE
NAME OF SPOUSE	
CURRENT LANDLORD/MORTGAGE CO. Name	Phone #
CURRENT RESIDENCE ADDRESS	
HOME PHONE	CELL PHONE
PERSONAL E-MAIL	
YEARS AT THIS LOCATION	

(3) First / M.I./ Last Name	
Title	% OWNERSHIP
Soc. Sec. #	DATE OF BIRTH
Drivers License #	STATE
NAME OF SPOUSE	
CURRENT LANDLORD/MORTGAGE CO. Name	Phone #
CURRENT RESIDENCE ADDRESS	
HOME PHONE	CELL PHONE
PERSONAL E-MAIL	
YEARS AT THIS LOCATION	

TRADE REFERENCES

Applicant, Principal(s), General Partners(s) and Individual(s) represent that all of the above statements are true and correct and hereby authorizes verification of the above trade references including, but no limited to, the obtaining of a credit report, Dun & Bradstreet Financial/credit information and furnish additional credit references upon request. Applicant consents to allow owner/agent to disclose tenancy information to previous or subsequent owners/agents. The undersigned hereby waives any privacy of credit information rights or regulations.

(1) SIGNATURE	
Print Name	
Title	Date

(2) SIGNATURE	
Print Name	
Title	Date

(1) SIGNATURE	
Print Name	
Title	Date

(1) SIGNATURE	
Print Name	
Title	Date