



# Commercial Lease Application

This page explains what to submit and how applications are reviewed. The application itself follows. DKR Management, Inc. acts as agent for the property owner; the owning entity for the premises is identified on the first page of the application.

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## What to Submit

A complete application package includes the following. Incomplete submissions delay review.

- **The completed application**, signed by an authorized representative of the proposed tenant.
- **Entity documentation** — Articles of Incorporation or Organization, and a current Statement of Information filed with the California Secretary of State. If the entity is newly formed or not yet registered, tell us and we will discuss alternatives.
- **Business financials** — the two most recent years of business tax returns, or year-end financial statements. For a new business, a business plan and opening balance sheet.
- **Personal financial statement and consent form** from each proposed guarantor. These are the last pages of this package and are required only if a personal guaranty will be given.
- **Bank and trade references** — contact information for a business banking relationship and two vendors or suppliers.
- **Proof of insurance or a quote** reflecting the coverage limits the lease will require. Minimum insurance requirements are available on request before you apply, and will be provided in writing before lease execution.

## How Applications Are Reviewed

We evaluate the proposed use against the zoning for the premises and against exclusive-use and restricted-use provisions in other leases at the property; the financial capacity of the proposed tenant and any guarantor; business and commercial tenancy history; and the fit between the requested term, improvements, and commencement date and the owner's plans for the space. We aim to respond within five business days of receiving a complete package. Submitting an application does not obligate the owner to lease the premises, and no tenancy exists until a lease is signed and the security deposit is received.

## Application Fee

There is no application fee. If a credit or background report is obtained on an individual guarantor, we bear that cost.

## Consumer Reports and Guarantors

We do not obtain consumer reports on the business entity applicant as part of this application. If an individual will personally guarantee the lease, we may obtain a consumer report on that individual, covering credit history, judgments, liens, and bankruptcies. We do not obtain criminal history reports in connection with a commercial lease guaranty. A consumer report requires a separate written disclosure and authorization, which is the last page of this package. Social Security number and date of birth are requested only of proposed guarantors — not of every person signing the application.

## How We Handle Your Information

Information submitted with this application is used only to evaluate it and is shared only with the property owner, our attorneys, and any consumer reporting agency engaged for a guarantor review. If you would prefer to deliver financial documents by a means other than email, contact our office and we will arrange it.

### **Nondiscrimination**

DKR Management, Inc. and the property owners it represents comply with the Unruh Civil Rights Act and all other applicable civil rights laws governing California business establishments. Applications are evaluated on the criteria described above.

### **Submitting**

Email the completed package to [info@dkrholdings.com](mailto:info@dkrholdings.com), or deliver it to DKR Management, Inc., 6340 Coldwater Canyon Avenue, Suite 205, North Hollywood, CA 91606. Questions: 818.769.0000.

## COMMERCIAL LEASE APPLICATION

Landlord / Lessor: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Location of Leased Premises: \_\_\_\_\_

Center: \_\_\_\_\_ Suite #: \_\_\_\_\_ S.F.: \_\_\_\_\_

Business Name: \_\_\_\_\_

DBA / Trade Name: \_\_\_\_\_

Name of Person who will sign lease:

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Title / Capacity: \_\_\_\_\_

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

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

Phone (Work): \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Phone (Mobile): \_\_\_\_\_ E-mail: \_\_\_\_\_

Driver's License No.: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

*Complete the two fields above only if you will personally guarantee the lease.  
Each guarantor also completes the consent page at the end of this package.*

Is your business a corporation, LLC or other entity? Yes No

If yes, form of entity: \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_ CA SOS No.: \_\_\_\_\_

State in which entity formed: \_\_\_\_\_

Names of Person(s) who will Guarantee Lease

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

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

*(Each guarantor completes a separate consent page unless married.)*

Proposed use of premises: \_\_\_\_\_

Experience in business (please describe):

\_\_\_\_\_  
\_\_\_\_\_

### COMMERCIAL RENTAL HISTORY

Present Address: \_\_\_\_\_

Rent Own Rent / Payment: \_\_\_\_\_ From / To: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Rent Own Rent / Payment: \_\_\_\_\_ From / To: \_\_\_\_\_

By your signature hereon, you agree that the information disclosed by you herein is true, complete and accurate to the best of your knowledge, and you agree that the information disclosed by you herein is material to the potential Lessor's decision with respect to granting or denying your application to enter into a lease.

Signed: \_\_\_\_\_

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

### Conditions and Information

All pages of this application must be signed by all persons who will sign the lease agreement.

Completing this application by Tenant and the acceptance of this application by Landlord creates no obligation of Landlord to approve it.

Applications are generally reviewed within five (5) business days of receipt of a complete package. Tenant will be notified of the outcome whether the application is approved or declined.

If this application is approved, Tenant must make the security deposit and sign the lease before the tenancy begins.

The information provided herein shall be kept confidential and will be used only by Landlord and its agents to determine approval of this application.

### For Landlord's Use Only

Rent Amount: \_\_\_\_\_

Deposit: \_\_\_\_\_

Date Lease to begin: \_\_\_\_\_

End of Lease: \_\_\_\_\_

Disposition: \_\_\_\_\_

DKR representative: \_\_\_\_\_

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

Date reviewed: \_\_\_\_\_

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## COMMERCIAL LEASE APPLICATION

### BANK REFERENCE

Bank name: \_\_\_\_\_ Relationship manager: \_\_\_\_\_  
Phone: \_\_\_\_\_ Years with bank: \_\_\_\_\_ Branch / city: \_\_\_\_\_

### CREDIT REFERENCES (current or former landlords, vendors, suppliers)

Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City / state / zip: \_\_\_\_\_  
Name: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City / state / zip: \_\_\_\_\_

### CURRENT MONTHLY INCOME

| Name / Source | Amount | Name / Source | Amount |
|---------------|--------|---------------|--------|
| _____         | _____  | _____         | _____  |
| _____         | _____  | _____         | _____  |
| _____         | _____  | _____         | _____  |
| _____         | _____  | _____         | _____  |

### CURRENT MONTHLY EXPENSES

| Creditor | Amount | Creditor | Amount |
|----------|--------|----------|--------|
| _____    | _____  | _____    | _____  |
| _____    | _____  | _____    | _____  |
| _____    | _____  | _____    | _____  |
| _____    | _____  | _____    | _____  |

| ASSETS                    | VALUE | SOURCE | LIABILITIES                | AMOUNT | CREDITOR |
|---------------------------|-------|--------|----------------------------|--------|----------|
| Cash on Hand & in Banks   | _____ | _____  | Accounts Payable           | _____  | _____    |
| Savings Accounts          | _____ | _____  | Notes Payable to Banks     | _____  | _____    |
| IRA / Retirement Accounts | _____ | _____  | Auto Payments              | _____  | _____    |
| Accounts Receivable       | _____ | _____  | Other Installment Accounts | _____  | _____    |
| Insurance Cash Surrender  | _____ | _____  | Loans on Life Insurance    | _____  | _____    |
| Stocks & Bonds            | _____ | _____  | Mortgages on Real Estate   | _____  | _____    |
| Real Estate               | _____ | _____  | Unpaid Taxes               | _____  | _____    |
| Automobiles               | _____ | _____  | Other Liabilities          | _____  | _____    |
| Other Personal Property   | _____ | _____  | Other Liabilities          | _____  | _____    |
| Other Assets              | _____ | _____  |                            |        |          |
| Other Assets              | _____ | _____  | <b>TOTAL LIABILITIES:</b>  | _____  |          |
| Other Assets              | _____ | _____  |                            |        |          |
| <b>TOTAL ASSETS:</b>      | _____ |        | <b>NET WORTH:</b>          | _____  |          |

Consent to obtain a consumer report is on the following page. A separate copy is required from each proposed guarantor.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## COMMERCIAL LEASE APPLICATION

### CONSENT TO OBTAIN A CONSUMER REPORT — INDIVIDUAL GUARANTOR

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*One copy per guarantor. Complete only if you will personally guarantee the lease.*

DKR Management, Inc., as agent for the owner of the premises identified in this application, may obtain a consumer report and/or an investigative consumer report on you in connection with your proposed personal guaranty of a commercial lease. Such a report may include information about your credit worthiness, credit standing, and credit capacity — including credit history, judgments, liens, and bankruptcies — and may be used as a factor in deciding whether to accept your guaranty. We do not obtain criminal history reports in connection with a commercial lease guaranty.

The report will be obtained from the consumer reporting agency identified below, which you may contact directly regarding the contents of your file and the procedure for disputing information in it. Under California Civil Code section 1786.22 you have the right to inspect that agency's file on you, in person, by certified mail, or by telephone, on proper identification and during normal business hours.

Consumer reporting agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Agency address: \_\_\_\_\_ Website: \_\_\_\_\_

*DKR completes the agency fields above before issuing this page.*

Check this box if you would like a free copy of any report obtained on you. A copy will be provided within three business days of the date it is provided to DKR Management, Inc.

By signing below I authorize DKR Management, Inc. and the owner to obtain the reports described above.

Printed name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_