

## CREDIT APPLICATION

**Only Applications that are Completely Filled Out Will Be Considered.**

**PROSPECTIVE  
TENANT'S  
"dba" or  
TRADE NAME** \_\_\_\_\_

**PROPOSED  
LEASE  
PREMISES  
& SUITE No.** \_\_\_\_\_

**TYPE OF  
BUSINESS** \_\_\_\_\_

**BUSINESS  
TAX ID or EIN #** \_\_\_\_\_

**CIRCLE**

**ONE** Prospective Tenant Entity is a Corp, LLC, Partnership, LP, LLP or Sole Proprietorship

Is this Business in "Good Standing" with the Secretary of the State of Texas?    Yes    No

Do you have a Certificate from the Secretary of State to that effect?    Yes    or    I will get One

What is the EXACT FORMAL NAME of the Entity making Application? \_\_\_\_\_

When do you want to Take Occupancy?    \_\_\_\_/\_\_\_\_/\_\_\_\_    Broker's Name \_\_\_\_\_

**PROSPECTIVE  
TENANT  
INFORMATION**

**BUSINESS**

**OWNER'S  
HOME**

Present Street  
Address \_\_\_\_\_

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_

Cell phone # (\_\_\_\_) \_\_\_\_\_

Fax # (\_\_\_\_) \_\_\_\_\_

SS# \_\_\_\_\_

TDL# \_\_\_\_\_

**PROSPECTIVE TENANT'S  
BUS. HISTORY** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROSPECTIVE TENANT'S  
BANKING & CREDIT  
REFERENCES**

**Bank 1**

**Bank 2**

Name & Branch  
of Bank \_\_\_\_\_

Contact  
Person: \_\_\_\_\_

Bank  
Phone No (      ) \_\_\_\_\_ (      ) \_\_\_\_\_

Acct.  
Number \_\_\_\_\_

Acct  
Type \_\_\_\_\_

**TRADE & OTHER  
REFERENCES** \_\_\_\_\_ (      ) \_\_\_\_\_

\_\_\_\_\_ (      ) \_\_\_\_\_

\_\_\_\_\_ (      ) \_\_\_\_\_

**GUARANTOR  
INFORMATION GUARANTOR 1**

**GUARANTOR 2**

Full  
Name \_\_\_\_\_

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

City \_\_\_\_\_

State & Zip \_\_\_\_\_

Telephone # (      ) \_\_\_\_\_ (      ) \_\_\_\_\_

Cell phone # (      ) \_\_\_\_\_ (      ) \_\_\_\_\_

Fax # (      ) \_\_\_\_\_ (      ) \_\_\_\_\_

SS# \_\_\_\_\_

TDL# \_\_\_\_\_

I authorize the owners, managers, brokers & employees of the company to whom I submit this, to investigate & confirm the credit worthiness, business history & criminal record of the prospective tenant(s) & guarantor(s). Further, the undersigned certify & warrant that, to the Best of their Knowledge, the information given above is True & Accurate & give those persons permission to discuss the information revealed with the other parties described & to rely on that information in determining whether or not to lease space to the prospective tenant(s).

**PROSPECTIVE  
TENANT  
APPLICANT'S  
SIGNATURE**

\_\_\_\_\_ Applicant Tenant 1

\_\_\_\_\_ Applicant Tenant 2

by \_\_\_\_\_  
Title

by \_\_\_\_\_  
Title

date \_\_\_\_\_

date \_\_\_\_\_

**GUARANTOR'S  
SIGNATURE**

\_\_\_\_\_ Guarantor 1

\_\_\_\_\_ Guarantor 2

date \_\_\_\_\_

date \_\_\_\_\_

## **INSTRUCTIONS AND HELPFUL HINTS**

### **about Filling in this Application**

### **and Packaging up the Other Documents Needed**

#### **1. ABOUT THIS APPLICATION**

- 1.1. **COMPLETE** this application;
- 1.2. have **everyone SIGN IT.**

2. Please Attach your **Signed BUSINESS** Financial Statements **AND YOUR Signed PERSONAL** Financial Statements for the Tenant Entity and for ALL Guarantors.

Financial statements are usually defined to include a Balance Sheet and Income Statement. These need not necessarily be "certified" by a CPA

Some folks give us recent Bank Loan Applications, instead ...and that is usually "OK".

#### **3. ADD YOUR GUARANTORS SIGNED PERSONAL FINANCIAL STATEMENTS**

4. **IF YOU ARE AN ALREADY EXISTING BUSINESS**, merely opening a new location with us, PLEASE ALSO ATTACH YOUR BUSINESS PLAN for this location.

5. Add the **CERTIFICATE OF GOOD STANDING** if you have it already (if you don't go ahead and fax us the rest of the stuff and send us the Certificate later)

#### **5.1. ABOUT THE CERTIFICATE OF GOOD STANDING WE'LL NEED**

5.1.1. If you have an EXISTING COMPANY and don't have a Certificate of Good Standing from the Secretary of State of the State of Texas, you may call this number, **(512) 463-5578** or go directly to the Secretary of State of the State of Texas' website

[www.sos.state.tx.us](http://www.sos.state.tx.us), to obtain one, quickly.

5.1.2. If you have a NEWLY CREATED COMPANY, the official document bearing the Charter File Number furnished you by the Secretary of State of the State of Texas will work “just fine”, instead of the Certificate of Good Standing, provided that it is not over 6 months old. If it is over 6 months old and is thus, “stale”, then you must go to the instructions above.

6. then Fax the whole package to our 24 hour fax number of 210 735-7907 so that we may begin work quickly **AND NOT DELAY YOU and not risk that another applicant may get the space first.**

### **ABOUT COMPLETE CREDIT PACKAGES AND “HOLDING” THE SPACE FOR YOU**

**Obviously, our Partners require us to accept the “First Good Deal” that comes to us.**

**We will “hold” the space for you ONLY IF** your Credit Application and Package is 100% complete with ALL signatures and Financial Statements etc, attached.

**But if your Credit Application and Package is not 100% complete ...**

or if it is missing ANY signatures,

the Lease Space will not necessarily be “held” for you until these things are finally complete ... and if other intervening tenant applicants “happen along”, **they may get the space you want, "first".**