

Commercial Applicant Processing Checklist

In order to properly and promptly process an application, please fill out the following forms legibly and **in their entirety**:

- Commercial Lease Application
- Financial Profile and Questionnaire
- Credit Check Authorization Form
- Letter of Intent

In addition to filling out the above forms, please provide the following information:

- Last two years tax return (1099 and/or W2 statements)
- Current copies of checking and savings accounts (personal and business)
- Copy of applicants state ID or driver's license.
- If a corporation is involved, a copy of the most recent Corporate Annual Report.

We highly recommend that you call the city or village of the unit you are applying for and ensure that they will approve your business in that area.

A \$250.00 deposit is also required. This is payable in cash or cashier's checks/money orders. Personal or business checks will not be accepted.

\$250.00 earnest money...

- a) Will be applied to your first month's rent if your application is accepted.
- b) Will be refunded (by check only) if we reject your application.
- c) Will not be refunded if you change your mind after you have been accepted.



Commercial Lease Application

Property Address: _____ **Unit #** _____

The undersigned CERTIFIES and WARRANTS the accuracy of the statements made in this Application. This Application will be incorporated in and become a part of the lease for the premises herein described if executed.

PERSONAL INFORMATION:

APPLICANT NAME: _____
 CURRENT ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE #: _____ FAX #: _____
 EMAIL ADDRESS: _____
 DRIVERS LICENSE #: _____ DOB: _____
 SOCIAL SECURITY #: _____

EMPLOYMENT HISTORY:

	APPLICANT	CO-APPLICANT
PRESENT OCCUPATION:		
EMPLOYMENT LENGTH		
EMPLOYER:		
BUSINESS ADDRESS:		
CITY, STATE ZIP		
BUSINESS PHONE:		
SUPERVISOR:		
MONTHLY GROSS INC.:		

OFFICE USE ONLY	PERSONAL REFERENCE	
Reference # 1 _____	Name	
	Address	
	Phone	
	Relationship	
Reference # 1 _____	BANK/CREDIT REFERENCE	
	Name	
	Contact	
	Phone / Fax	
	Address	
Reference # 2 _____	City, State Zip	
	Name	
	Contact	
	Phone / Fax	
Reference # 2 _____	Address	
	City, State Zip	

Applicant Signature _____



ROSSI

REAL ESTATE CORP.

Financial Profile and Questionnaire

Assets	\$	Liabilities	\$
Cash on hand and in Banks		Notes Payable to Banks	
Investments / Securities		Amounts payable to others	
Real Estate Owned - Market Value		Real Estate Mortgages Payable	
Other Personal Property (Automobiles)		Other Debts - List	
Other Assets - List			
		TOTAL LIABILITIES	-
TOTAL ASSETS	-	NET WORTH	-

Are any of your assets pledged or loaned? _____ Give Details _____
 Are you a defendant in any legal suits or action? _____ YES _____ NO
 - If yes, please explain _____

ANNUAL SOURCES OF INCOME	
Salary, Bonus, & Compenstation	
Business Income	
Dividends	
Real Estate Income	
Interest Income	
Other Income	
TOTAL INCOME	\$ -

What is your proposed use for the space? _____
 What is your requested square footage? _____
 Will this be a new business? _____
 Are you currently in business? _____ If yes, explain - _____

 What is your business Name? _____
 Where are your locations? _____
 What is your monthly Business income? _____
 What is your current Business bank account balance? _____
 Are you incorporated? _____ Corp. Name _____
 Name of Corporate Officers? _____

Rossi Real Estate Corp. has multiple properties with multiple spaces available. If you are looking for multiple locations or if your business has the potential for expansion, which areas would you like to receive more information on?

*The undersigned certifies that the above is a true and accurate statement of hi/her financial position and information provided.

Applicant Signature _____

DATE: _____

Via: _____

To: Property Manager

RE: _____

Dear Property Manager,

This letter serves as a "Letter of Intent" on the part of the undersigned ("Lessee") to enter into a "Lease Agreement for the space described herein ("Premises") on the following terms:

1. **LANDLORD: ROSSI REAL ESTATE CORPORATION AS AGENT**
2. **LESSEE:** _____ **D/B/A** _____
3. **GUARANTOR:** _____
4. **SPACE SIZE:** _____ sf
5. **PREMISES:** _____
6. **USE:** _____
7. **ESTIMATED POSSESSION DATE:** _____
8. **RENT COMMENCEMENT DATE:** _____
9. **TERM:** _____ years
10. **MINIMUM BASE RENT PER MONTH:** \$ _____ with _____ % escalation
11. **ADDITIONAL RENT:** **C.A.M:** _____
TAXES: _____
INSURANCE _____
12. **TOTAL EST. OF MONTHLY PASS THROUGHS:** _____
13. **SECURITY DEPOSIT:** \$ _____ (2 months rent)
14. **UTILITIES:** Lessee
15. **MAINTENANCE & REPAIRS:** Lessee
16. **SIGNAGE:** At Lessee's cost subject to Landlord's approval
17. **COMMISSIONS:**
18. **CONDITION OF SPACE:** As Is
19. **HVAC:** To be conveyed in working order.
20. **RENEWALS:** TBD
21. **LEASE FORM:** Lessee agrees to consider using Landlord's lease form. If Lessee proposes changes to Landlord's lease form then Lessee agrees to be responsible for any of Landlord's attorney fees associated with negotiating the lease.
22. **EXPIRATION OF LETTER OF INTENT:** This letter of intent shall remain in force until: _____, should this letter of intent meet with approval of Lessor.

Lessor shall return an approved copy to Lessee. Once approved, Lessor shall submit to Lessee a "Lease", based upon the terms and conditions set forth on this "Letter of Intent", and containing such other provisions as is customarily contained in Lessor's Lease.

LESSOR AND LESSEE ACKNOWLEDGE THAT THIS LETTER OF INTENT IS NOT A LEASE, AND THAT IT IS INTENDED AS THE BASIS FOR THE PREPARATION OF A LEASE BY LANDLORD. THE LEASE SHALL BE SUBJECT TO LANDLORD'S AND TENANT'S APPROVAL AND ONLY A FULLY EXECUTED LEASE SHALL CONSTITUTE A LEASE FOR THE PREMISES. BROKER MAKES NO WARRANTY OR REPRESENTATION TO LESSOR OR LESSEE THAT ACCEPTANCE OF THIS PROPOSAL WILL GUARANTEE THE EXECUTION OF A LEASE FOR THE PREMISES.

Sincerely,

Date: _____ Lessee: _____

Guarantor: _____

Lessor hereby approves this "Letter of Intent", Lessees' financial statement, and that of any guarantor. Lessor agrees to pay Broker a Real Estate brokerage commission in accordance with Lessor's contract with Broker for the leasing of the premises, if any, and otherwise pursuant to Broker's Schedule of Lease Commissions specified in this "Letter of Intent". Lessor hereby acknowledges receipt of a copy of this "Letter of Intent".

LESSOR: Rossi Real Estate Corp.
1015 Butterfield Road
Downers Grove, IL 60515

BY: Property Manager

_____ Date: _____



Authorization Form Credit Check

The Applicant hereby consents to and authorizes **Rossi Real Estate Corp.'s** (Landlord) investigation into the creditworthiness of the Applicant. The Applicant grants such consent and authorization to Landlord for the period commencing as of the date of this application and terminating at the date set for the termination of the proposed lease ("ending date"). The Applicant acknowledges that Landlord may conduct a credit investigation of Applicant at any time from the date hereof up to the ending date.

For Individuals:

Name: _____
SS #: _____
Address: _____
Signature: _____
Title: _____ Date: _____

Name: _____
SS #: _____
Address: _____
Signature: _____
Title: _____ Date: _____

For Company:

Company Name: _____
Address: _____
Federal ID #: _____
State of Incorporation: _____
Signature: _____
Title: _____ Date: _____