

# PORT TOWN PROPERTY MANAGEMENT

HOUSES ◇ PLEXES ◇ APARTMENTS ◇ COMMERCIAL

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## COMMERCIAL LEASE APPLICATION

### LANDLORD INFORMATION

#### Property Information:

All monetary values are expressed US Dollars

Rental Property Address: \_\_\_\_\_

Application to rent suite/bay #: \_\_\_\_\_

Tenant's leased area: \_\_\_\_\_

Anticipated Possession Date: \_\_\_\_\_

The term of the tenancy will be: \_\_\_\_\_

The base rent will be: \_\_\_\_\_

The initial security deposit will be: \_\_\_\_\_

The advance rent required will be equivalent to the last month's rent.

#### Tenant Information:

**Business Information**       Current       New Business (Check One)

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

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

Business Email: \_\_\_\_\_

Business Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Intended Use of Premises: \_\_\_\_\_

Check One:             Sole Proprietor       Partnership       Corporation

Type of Business:     Retail             Wholesale             Manufacturer

Other: \_\_\_\_\_

Date Established: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Parent Company Name: \_\_\_\_\_

Parent Company Address: \_\_\_\_\_

**Business Present Address:** \_\_\_\_\_

Business Present Landlord Name: \_\_\_\_\_

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

Present Landlord Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

How long at previous Address: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**Business Previous Address:** \_\_\_\_\_

Business Previous Landlord Name: \_\_\_\_\_

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

Previous Landlord Phone: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

How long at previous Address: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**Business Owner / Partner / Stockholder Information**

**First Owner's Name:** \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternative Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Residential Information:**

**Present Landlord Name:** \_\_\_\_\_

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

Present Landlord Phone: (\_\_\_\_) \_\_\_\_\_ Present Landlord Email: \_\_\_\_\_

How long at present address: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

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

Previous Landlord Name: \_\_\_\_\_

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

Previous Landlord Phone: (\_\_\_\_) \_\_\_\_\_ Previous Landlord Email: \_\_\_\_\_

How long at previous address: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**Second Owner's Name:** \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternative Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Present Landlord Name:** \_\_\_\_\_

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

Present Landlord Phone: (\_\_\_\_) \_\_\_\_\_ Present Landlord Email: \_\_\_\_\_

How long at present address: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

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

Previous Landlord Name: \_\_\_\_\_

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

Previous Landlord Phone: (\_\_\_\_) \_\_\_\_\_ Previous Landlord Email: \_\_\_\_\_

How long at previous address: \_\_\_\_\_ Monthly Payment: \_\_\_\_\_

**Banking Information**

**Banking Institution:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

(If you bank with more than one institution, please list second bank below)

**Banking Institution:**

\_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Credit References**

List industry references from which you make purchases though credit amounts.

**Company Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Guarantor's Name:** \_\_\_\_\_

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

Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternative Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number & State: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Credit Check Authorization**

I certify that the information provided is true, accurate and complete. I authorize the individual or organization to whom this application is submitted to investigate all bank, credit and trade references named in this application, and to obtain information about the credit status of applicant in order to assess the applicant's suitability as a tenant/lessee.

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

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

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

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Please fill out the Commercial Lease Application in its entirety & return it to our office or by email @ [leasing@porttownpm.com](mailto:leasing@porttownpm.com). Please call or email ahead to schedule a time to drop off the required documents. If you choose to drop it off while we are out of the office, we do have a secured drop box in our side door located on the 9<sup>th</sup> Street.

Each applicant will need to include the following:

- \$75.00 Application Fee, per application (no personal checks for Application Fee)
- Completed Commercial Lease Application
- Current Photo ID
- Guarantor's Information
- Proof of Income for the past 12 months
- Projected Income for the first year of business
- Proposed changes to the space. Port Town Property Management must approve Any & All changes made to the space @ & after Move in. This includes signage.
- Business plan & details. The more details the better.

Once have an Approved Application:

- Copy of Business License
- Copy of Business Insurance - \$1,000,000.00 Minimum Liability & Port Town PM named as additionally insured

Thank you for reaching out to Port Town Property Management. We look forward to working with you.

Port Town Property Management  
109 9<sup>th</sup> Street, Astoria, OR 97103  
[leasing@porttownpm.com](mailto:leasing@porttownpm.com)  
(503) 741-3145

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