



EST 2008
ADVENT
PROPERTIES, INC.

Commercial Application Guidelines

Please use as checklist, for proper application completion

- Each adult (18+) must complete and sign an application.
- Provide proof of income for the business. The business must prove that it makes 2.2(net) times the rent after taxes are taken out. Current Bank Statements or Tax forms for the last year must be submitted with application. If you have other sources of income you must provide proof of how much financial support you receive from each source.
- Each adult applicant must provide a photocopy of government issued identification.
- References Section of Application is completed, all references will be contacted.
- Submit a \$55 non-refundable application fee for each adult who is applying for the property. This must be paid with Cashier's Check or Money Order. It should be payable to: Advent Properties, Inc. We take this in order to run the credit check. **Personal credit reports from other agencies NOT accepted.**
- Take all documents to Advent Properties, Inc. 1600 MacArthur Blvd. Oakland, CA 94602. Office hours are from 9am to 5 pm Monday to Friday. Office is closed for lunch 1pm-2pm. There is an after-hour's secured mail slot you can place your information into as well on front door of office. Please have documents secured together.

Qualifications for Rent

- You must make 2.2(net) times more than the rent
- No prior evictions on your record. Your credit check will show this.
- All utilities are paid for and up to date
- Job/Rental/ Income Verification (Please inform all the references for Job/Rental/ Income Verifications that they will be receiving a call, as it can hold up the process if they cannot be reached)

Application process takes 48-72 business hours to process once FULL application is delivered to office. Applications are not processed until ALL parties over the age of 18 have submitted COMPLETE applications

Applicant Signature

Date



As property owner or manager we do not discriminate in the rental of property on the basis of race, color, religion, sex, sexual orientation, handicap, familial status, or national origin.

COMMERCIAL LEASE APPLICATION

Please provide all of the information requested below. Incomplete information can delay the processing of your application.
PLEASE PRINT CLEARLY.

OCCUPANT(S)

Company _____

Address (Main Office) _____

Number Street City State Zip

DBA _____ Sole Prop Partnership Corp.

Corp. No. _____ Year Established _____

Employer ID# _____ Number of Employees _____

Type of Business _____

Gross Annual Revenue _____

Contact Person _____ Title _____

Phone # () Fax # ()

COMMERCIAL RENTAL HISTORY (No Less Than Two Years)

Present Address _____

Rent _____ Own _____ Number Street City State Zip
Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # ()

Previous Address _____

Rent _____ Own _____ Number Street City State Zip
Rental/Mortgage Amount Paid Monthly _____ From/To _____

Reason for leaving _____

Landlord Name/Mortgage Co. _____ Phone # ()

BANKING REFERENCE

Name _____ Phone # ()

Address _____
Number Street City State Zip

Account # _____ Checking _____ Savings _____ Balance _____

OTHER INFORMATION

THE PRINCIPALS

1) _____ Title _____
Last First Middle

Social Security # _____ Date of Birth _____

Address _____
Number Street City State Zip

OTHER INFORMATION (continued)

THE PRINCIPALS

2) _____ Title _____
Last First Middle

Social Security # _____ Date of Birth _____

Address _____
Number Street City State Zip

3) _____ Title _____
Last First Middle

Social Security # _____ Date of Birth _____

Address _____
Number Street City State Zip

CREDIT REFERENCES

1) Company _____ Phone # (_____)

Address _____
Number Street City State Zip

Account # _____ Contact Person _____

2) Company _____ Phone # (_____)

Address _____
Number Street City State Zip

Account # _____ Contact Person _____

3) Company _____ Phone # (_____)

Address _____
Number Street City State Zip

Account # _____ Contact Person _____

AUTHORIZATION

Contemporary Information Corporation or any firm acting on its behalf is hereby granted permission to perform a credit check on our company and/or its principals.

1) SIGNATURE: _____ DATE _____

By _____ TITLE _____

2) SIGNATURE: _____ DATE _____

By _____ TITLE _____

3) SIGNATURE: _____ DATE _____

By _____ TITLE _____

FOR OFFICE USE ONLY

NOTE: Advise the applicant to authorize banks, landlords, and credit references to release all relevant information to Contemporary Information Corporation.

Remarks: _____

Move in Date _____ Unit # _____ Unit Type _____ Rent \$ _____

Advise Applicants _____

Not Accepted: Reason _____