



ADVENT PROPERTIES, INC.

BUY | SELL | PROPERTY MANAGEMENT

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, after taxes). 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 applicant must provide a photocopy of a government issued identification.
- Submit a **\$40 non-refundable** application fee for each applicant 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 **1600 MacArthur Blvd. Oakland, CA 94602**. Office hours are from 11A.M-6P.M Monday to Friday. Saturdays there is an after-hour's mail slot you can place your information into as well.

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 hours to process once full application is delivered to office]

Applicant

Date

Leasing Specialist

Date

Manager

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.



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RECEIPT FOR TENANT SCREENING

&

CREDIT CHECK FEES

On _____, Owner/Agent received \$ _____ from the undersigned, hereinafter called "Applicant," who offers to rent from Owner/Agent the premises

Address: _____ Unit # (if applicable) _____

City: _____, CA Zip: _____

Date of desired move in: _____

Applicant authorizes verification of information supplied by Applicant via methods which may include, but are not limited to, tenant screening and credit checking.

Applicant: _____ Date: _____

Agent: _____ Date: _____

PLEASE TAPE CREDIT CHECK FEE IN THIS BOX.

(office use only)

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 _____