

Instructions for Completing Lease Application for Individuals and Small Closed Corporations

1. The Lease Application **will not** be processed without the **\$150.00 processing and lease preparation fee**. **It must be submitted with the Lease Application.** This fee is applied to the move in costs; essentially it is refunded to you at the time you sign your lease.
2. The Lease Application must be filled out **COMPLETELY!!** Every line must be filled completed.
3. Baca Properties requires a **minimum** of 2 months security on every tenant.
4. **Baca Properties requires a Personal Guarantee signed by lessee.** The Personal Guarantor must fill out the application in it's entirety including ***social security number*** enabling Baca Properties to check their credit to see if they are financially strong enough for Baca Properties to accept them as a Personal Guarantor.

If it's a small, closed corporation, Baca Properties still requires a personal guarantor & requires that the lease is made directly to the principal or principals (the individuals that we checked the credit on) d.b.a. as the corporation's name.
5. There are cases when Baca Properties will waive the Personal Guarantee as follows:
 - A. When the new tenant is a publicly traded corporation or a large privately held corporation and **we receive their current Audited Financial Statement and their Profit & Loss or Annual Financial Report** and a list of vendors to see if their bills are paid current for our approval. We also need their Bank information and information on previous landlords.
 - B. Baca Properties requires a Corporate Resolution authorizing the person that is signing the lease the authority to sign the lease on behalf of the corporation. A Corporate Resolution is a document prepared by a member of the Board of Directors with the signature of the board member or members giving prospective signatory the actual authority to bind the corporation to the lease.

**BACA PROPERTIES
P.O. Box 392
Livermore, CA 94551**

\$150.00 Application Fee

Paid Via:

Cash _____

Check# _____

APPLICATION FOR LEASE

BUSINESS INFORMATION:

BUILDING / SUITE _____

Name of Business: _____

Description: _____

Present Business Street Address: _____

City, State and Zip Code: _____

Years at Present Business Address: _____

Type of Business: ____ Corporation ____ Partnership ____ Sole Proprietorship

Length of time in business: _____ Business Telephone: _____

Position or Title: _____ Years Employed: _____

Self Employed: ____ Yes ____ No How Long? _____

Landlord Name: _____

Address/Phone: _____

Former Landlord (if less than 2 years): Name: _____

Address/Phone: _____

Business Bank Accounts:

Name of Bank	Branch	City	Phone #	Account Number
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PERSONAL INFORMATION:

Name of Lessee: _____ Spouse's name: _____

Social Security No.: ____ - ____ - ____ Drivers License No: _____

Residence Street Address: _____

City/State and Zip Code: _____

Phone Number(s): Residence: _____ Cellular: _____

Do You: ____ Own ____ Rent How Long? _____

Landlord or Mortgage Holder Name: _____

Address & Phone Number: _____

Employer Name: _____

Address & Phone: _____

Personal Bank Accounts:

Name of Bank	Branch	City	Phone #	Account Number
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Have you filed for personal or business bankruptcy during the last 5 years? Yes _____ No _____

VENDORS - SUPPLIERS – ROUTINE MONTHLY ACCOUNTS PAYABLE

Below you will need to complete one each for all trade references. Fill out all the information as stated, then sign for reference to confirm the account with us. Banks are not a credit reference and credit card companies do not give references. Do not include utility companies such as PG & E, telephone, water, cable, etc. Also do not include Lawyers or Accountants.

Name on account: _____ Account Number: _____

Account Holder name and address: _____

Phone number: () _____ Contact: _____

Fax number: () _____

Reason for loan or payments: _____

I HEREBY AUTHORIZE THE ACCOUNT HOLDER ABOVE TO RELEASE INFORMATION CONFIRMING THE STATUS OF MY ACCOUNT TO BACA PROPERTIES.

Signature: _____ Date: _____

Name on account: _____ Account Number: _____

Account Holder name and address: _____

Phone number: () _____ Contact: _____

Fax number: () _____

Reason for loan or payments: _____

I HEREBY AUTHORIZE THE ACCOUNT HOLDER ABOVE TO RELEASE INFORMATION CONFIRMING THE STATUS OF MY ACCOUNT TO BACA PROPERTIES.

Signature: _____ Date: _____

Name on account: _____ Account Number: _____

Account Holder name and address: _____

Phone number: () _____ Contact: _____

Fax number: () _____

Reason for loan or payments: _____

I HEREBY AUTHORIZE THE ACCOUNT HOLDER ABOVE TO RELEASE INFORMATION CONFIRMING THE STATUS OF MY ACCOUNT TO BACA PROPERTIES.

Signature: _____ Date: _____

The undersigned applicant hereby declares that the representations of fact contained in the foregoing application for lease on pages 1 & 2 are considered part of my lease and are true and correct. If any information herein contained is false, the lease made on the strength of this application may, at the option of the landlord, be terminated at any time. Applicant authorizes landlord to verify the above statements, including but not limited to the use of credit information agencies.

Signature: _____ Date: _____

CONSENT

We hereby give our consent to have BACA PROPERTIES, or any credit reporting bureau which it may designate, obtain any and all information concerning our employment, checking and / or savings accounts, obligations, and all other credit matters which they may require in connection with our leasing application.

This form may be reproduced or photocopied and a copy shall be as effective as the original consent we have signed.

LESSEE

DATE

LESSEE

DATE