



## Commercial Lease

### Overview

To apply for leasing any Commercial space, St. Louis Real Estate Society requires a background check and documentation, just like with any apartment. But being a different type of property, the application process is different. Each of the Principals with a 25% or higher stake in the Company applying is required to be part of the application process. This includes providing the following:

1. Fully filled out Commercial Lease Application, signed by all Principals.
2. Color copies of the Driver's Licenses for all the Principals.
3. \$40 application fee for each of the Principals. This fee may be via a business check or money order only and made payable to "St. Louis Real Estate Society" and delivered to 2654 Gravois Ave. St. Louis, MO 63118.
4. Copy of LLC Articles of Organization and proof of Principal's authorization to apply and sign documents on the Company's behalf (if the Company applying is incorporated)..
5. Copy of existing business license (if applicable).
6. Tax Returns
  - a. Copy Company tax returns from last 3 years.
  - b. If Company has not existed for this amount of time or has not demonstrated the ability to afford the rent and operation expenses of the space being applied for, the Landlord shall require the Principals to personally guaranty the Lease. Copies personal tax returns for the previous 3 years for each Principal would be required in such a case.

Upon the receipt of all of the above, and only at this time, shall the application be run.



## Commercial Lease

### Application

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

#### COMPANY

Company Name \_\_\_\_\_

Current Address (Main) \_\_\_\_\_  
Number Street City State Zip

DBA \_\_\_\_\_  Sole Prop  Partnership  Corp.

Federal Tax ID Number \_\_\_\_\_ # of Employees \_\_\_\_\_ Year Established \_\_\_\_\_

Type of Business \_\_\_\_\_

Proposed Use of Premises \_\_\_\_\_

Current Gross Annual Revenue \_\_\_\_\_ Current Business Licence?  Yes  No

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone # (\_\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_\_) \_\_\_\_\_

#### PREMISES (Space applying for)

Address \_\_\_\_\_  
Number Street City State Zip

Proposed Rent Amount \_\_\_\_\_ Proposed Possession Date \_\_\_\_\_

Proposed Build Out to be completed by Landlord as part of Lease \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leasehold improvements that Company would plan to make to space \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### COMMERCIAL RENTAL HISTORY (No Less Than Two Years)

Current Address \_\_\_\_\_  
Number Street City State Zip

Rent  Own Monthly Rental/Mortgage Amount \_\_\_\_\_ Move In/Out Dates \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Landlord/Mortgage Co. Name \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

#### Previous Address

\_\_\_\_\_  
Number Street City State Zip

Rent  Own Monthly Rental/Mortgage Amount \_\_\_\_\_ Move In/Out Dates \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Landlord/Mortgage Co. Name \_\_\_\_\_ Phone # (\_\_\_\_\_) \_\_\_\_\_

**THE PRINCIPALS** (Anyone with 25% or more interest in the company)

1) \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle  
Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License # \_\_\_\_\_ License State of Issuance \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Home Address \_\_\_\_\_  
Number Street City State Zip

Should it be needed to qualify for space, is this Principal willing to Personally Guarantee Lease?  Yes  No

Background Questions for this Principal

1. Ever been convicted in any of crime?  Yes  No
2. Active garnishments or civil judgements?  Yes  No
3. Active civil or criminal cases pending against?  Yes  No
4. Ever been evicted from any space for either personal or commercial use?  Yes  No
5. If any of the above questions were answered with a "Yes" please explain below \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle  
Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License # \_\_\_\_\_ License State of Issuance \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Home Address \_\_\_\_\_  
Number Street City State Zip

Should it be needed to qualify for space, is this Principal willing to Personally Guarantee Lease?  Yes  No

Background Questions for this Principal

1. Ever been convicted in any of crime?  Yes  No
2. Active garnishments or civil judgements?  Yes  No
3. Active civil or criminal cases pending against?  Yes  No
4. Ever been evicted from any space for either personal or commercial use?  Yes  No
5. If any of the above questions were answered with a "Yes" please explain below \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle  
Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License # \_\_\_\_\_ License State of Issuance \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Home Address \_\_\_\_\_  
Number Street City State Zip

Should it be needed to qualify for space, is this Principal willing to Personally Guarantee Lease?  Yes  No

Background Questions for this Principal

1. Ever been convicted in any of crime?  Yes  No
2. Active garnishments or civil judgements?  Yes  No
3. Active civil or criminal cases pending against?  Yes  No
4. Ever been evicted from any space for either personal or commercial use?  Yes  No
5. If any of the above questions were answered with a "Yes" please explain below \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) \_\_\_\_\_ Title \_\_\_\_\_  
Last First Middle  
Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Driver's License # \_\_\_\_\_ License State of Issuance \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Home Address \_\_\_\_\_  
Number Street City State Zip

Should it be needed to qualify for space, is this Principal willing to Personally Guarantee Lease?  Yes  No

Background Questions for this Principal

1. Ever been convicted in any of crime?  Yes  No
2. Active garnishments or civil judgements?  Yes  No
3. Active civil or criminal cases pending against?  Yes  No
4. Ever been evicted from any space for either personal or commercial use?  Yes  No
5. If any of the above questions were answered with a "Yes" please explain below \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OTHER**

Is there anything else you wish to share about your company, operations or Principals that might help in making a decision  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

I (We), the undersigned, state that the above information is true and hereby authorize St. Louis Real Estate Society to verify the validity of the references, statements or other data obtained from me or from any other firm or person, pertaining to my (our) company, employment background, source of income, credit history, financial responsibility, or possible criminal history. By signing below, I (we) recognize that an investigative report will be prepared whereby information is obtained from credit bureaus, landlords, employers, any firm or reference, & public records through written correspondence or verbal inquiries. I (We) understand that the authentication process includes ascertaining information as to my general character, reputation, & credit. Furthermore, I (we) authorize St. Louis Real Estate Society to share their findings with the property landlord and/or property management company. Upon completion of this investigation, I (we) agree that this application shall remain the property of St. Louis Real Estate Society. Finally, I (we) agree to pay the \$40.00 non-refundable application fee made payable to: St. Louis Real Estate Society for each Principal signing below, via money order or online payment. I (we) understand that my application will not be processed until full payment has been received.

1) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
2) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
3) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
4) Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_