

Commercial Rental Application
Jo Baumann, Riggs Manager
3615 Story St. Ames, IA 50014
515-290-9999 - jobaumann@me.com

ADDRESS (To Be Rented): _____ RENT: (New Lease, if renewal) _____

Deposit: _____ LEASE Terms: _____ to _____

COMPANY NAME _____

ADDRESS _____

DBA _____ Sole Prop _____ Partnership _____ Corporation _____

Corporation No. _____ Year Established _____ EMPLOYER ID _____

Number of Employees: _____ Type of Business: _____

Gross Annual Revenue: _____

Contact Person _____ Title _____

CURRENT PHONE: (H) _____ (W) _____

(Cell) _____ Fax # _____ Email: _____

COMMERCIAL RENTAL HISTORY

PRESENT ADDRESS _____

RENT _____ OWN _____ RENTAL/MORTGAGE PAID PER MONTH _____ HOW LONG HAVE YOU

RENTED/OWNED THERE? From _____ To _____ REASON FOR

LEAVING _____

Landlord Name/Mortgage Company _____

PHONE # (_____) _____ EMAIL _____ FAX # _____

PREVIOUS LANDLORD (s): _____ PREVIOUS ADDRESSES: _____

Dates From: _____ To: _____

RENT PER MONTH: _____ REASON FOR LEAVING _____

PHONE # (_____) _____ EMAIL _____ FAX # _____

OTHER INFORMATION

THE PRINCIPALS

1) _____ TITLE

Last First Middle

Social Security # _____ Date of Birth _____

Address _____

Number Street City State Zip

2) _____ TITLE

Last First Middle

Social Security # _____ Date of Birth _____

Address _____

Number Street City State Zip

(OVER)

3) _____ TITLE

Last First Middle

Social Security # _____ Date of Birth _____

Address _____

Number Street City State Zip

Have you ever: Been sued for nonpayment of rent? Yes _____ No _____

Declared Bankruptcy? Yes _____ No _____ Been Evicted or Asked to Move? Yes _____ No _____

Broken A Rental Agreement? Yes _____ No _____ If Yes, why _____

Been sued for damage to rental property? Yes _____ No _____

CREDIT REFERENCES

COMPANY _____ PHONE # _____

ADDRESS _____

ACCOUNT # _____ CONTACT PERSON

COMPANY _____ PHONE #

ADDRESS

ACCOUNT # _____ CONTACT PERSON

COMPANY _____ PHONE #

ADDRESS

ACCOUNT # _____ CONTACT PERSON

FINANCIAL INFORMATION

YOUR BANK NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____ BANK FAX

BANK PHONE # _____ CHECKING ACCOUNT

SAVINGS ACCOUNT # _____ LOAN ACCOUNT #

_____ CURRENT _____ PAST _____

I authorize _____ (financial institution) to release information about my account/credit history which will facilitate my gaining approval to lease from Scott and Sheila Riggs.

SIGNATURE

PRINT YOUR NAME

DATE

I hereby deposit \$ _____ as earnest money to be refunded if this application is not accepted. Deposit checks will be cashed immediately upon receipt. If we spend time processing your rental application and you change your mind a processing fee will be deducted from your deposit. Once approved, I agree to execute a lease before possession is given. If a lease is NOT signed, the deposit will be withheld as damages. Upon signing of the lease, the deposit shall be retained as the security deposit. I certify that the above information is correct and authorize you to contact any references that I have listed.

AUTHORIZATION

Scott, Sheila Riggs or the Riggs Manager/Personal Assistant Jo Baumann acting their behalf is hereby granted permission to perform a credit check on my/our company and/or its principals.

1) SIGNATURE: _____ DATE

BY _____ TITLE

2) SIGNATURE: _____ DATE

BY _____ TITLE

3) SIGNATURE: _____ DATE

BY _____ TITLE
