

Beverly A. Gray Business Services Incubator Rental Application

Applicant Information

Name:

Date of birth:

SSN:

Phone:

Current address:

City:

State:

ZIP Code:

Own Rent (Please circle)

Monthly payment or rent:

How long?

Employment Information

Current employer:

Employer address:

How long?

Phone:

E-mail:

Fax:

City:

State:

ZIP Code:

Position:

Hourly Salary (Please circle)

Annual income:

Emergency Contact

Name of a person not residing with you:

Address:

City:

State:

ZIP Code:

Phone:

Relationship:

Credit History

Have you ever declared bankruptcy in the past 7 years? Yes No (Please circle)

If Yes, explain:

Have you had two or more late payments in the past year? Yes No (Please circle)

If Yes, explain:

Vehicle Information

License #:

Make and Model:

Color:

State:

Year:

References		
Name:	Address:	Phone:
Business Information		
Type of Business: Corporation Limited Liability Company Partnership Proprietorship (Please circle one)		
DUNS Number		
Organized in the state of:	Number of Employees:	Estimated # of jobs to be created?
How long established?	How long under current management?	
Attorney		
Firm:	Address:	City:
State:	Zip Code:	Phone:
Business Insurance Information		
Insurance Company or Broker:	Type of Insurance:	Contact:
City:	State:	Zip Code:
Phone:	Email:	
Agreements		
<ul style="list-style-type: none"> • I hereby apply to lease the above described premises for the term and upon the set conditions above set forth and that the rental is to be payable the first day of each month in advance. When so approved and accepted, I agree to execute a lease for _____ months before possession is given and pay one month's rent on the first day of the Lease Agreement and a security deposit, equivalent to one months rent. • I recognize that a part of BEREC's procedure for processing my application, an investigative consumer report may be prepared. I agree to permit an investigation of my credit history, tenant history, banking and employment history for the purposes of leasing space with BEREC. • The above information, to the best of my knowledge, is true and correct. • I have received a copy of this application. 		
Signature of applicant:		Date:

BUSINESS PLAN SUBMISSION ITEMS

The following documentation **must** be received to allow an underwriting review. **Items can be provided in the completed loan application, business plan and/or attachments.**

- Section I 1. A budget listing the proposed project sources and uses of funds. If construction/renovation work is to be performed, provide a copy of the contractor's estimate which supports this cost, if readily available. Other eligible uses are: machinery and equipment; furniture and fixtures; project soft costs; inventory; to acquire commercial real estate and business assets; demolition costs; and working capital.
- Section II 1. Resumes for the business principal(s).
2. Brief history of business.
- Section III 1. Products
2. Competition
3. Market area
4. Main customers and suppliers
- Section IV 1. A current personal financial statement for any principal with a 20% or greater ownership interest (also include a copy of their latest filed personal federal income tax return, including all schedules).
- Section V 1. Complete copies of the latest three years business federal income tax returns (including all schedules). If the business was established within the last three years, provide the returns filed since the opening date.
2. Three years projected profit & loss statements and assumptions to include new financing, if the business is significantly expanding and/or has been in operation less than two (2) years.
3. A copy of the commercial bank commitment letter which is providing financing for the project, as applicable.
4. A year-to-date business profit and loss statement for the current fiscal year.
5. A complete copy of the latest federal income tax return for all entities which will guarantee this loan.

Also provide: Completed Environmental Assessment Form and notarized Disclosure Statement(s) for each principal.

Supplemental Information: The following can be provided, if available:

1. Copies of the Articles of Organization and Operating Agreement for a Limited Liability Company (LLC).
2. Copies of the Certificate of Incorporation; Articles of Incorporation and by-laws for a corporation.