



## LEASE APPLICATION

Date: \_\_\_\_\_

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

Fed Id #: \_\_\_\_\_

Lessee Name: \_\_\_\_\_

Home

Address: \_\_\_\_\_

City/State/Zip code: \_\_\_\_\_

Home

Telephone Number: \_\_\_\_\_

(Mobile): \_\_\_\_\_

Alternate Phone Number: (Office) \_\_\_\_\_

(Fax Number): \_\_\_\_\_

Business Type: \_\_\_\_\_

Co Applicant Name: \_\_\_\_\_

Prior Business Location: \_\_\_\_\_

Referred By: \_\_\_\_\_

**NOTE:**

- 1. PLEASE FAX DRIVER LICENSE**
- 2. REQUIRED AT LEASE SIGNING: CORP PAPERS**

***PLEASE WRITE CHECKS PAYABLE TO:***

***Weston Commercial Center (please write your suite number in memo area)***

**For Office Use:**

Office assigned: \_\_\_\_\_

Max. Persons in Office: \_\_\_\_\_

Monthly Rent: \_\_\_\_\_

Lease Term Dates: \_\_\_\_\_

Monthly Sur Charge (6) month Lease \_\_\_\_\_

Monthly Conference Room Charge \_\_\_\_\_

(Three Hours per month subject to availability)

Sales Tax 6%: \_\_\_\_\_

*Pro Ration Amt:* \_\_\_\_\_

*Tax Includ. Pro Ration Dates:* \_\_\_\_\_

**TOTAL RENT (includes 6% SST):** \_\_\_\_\_

Administration Fee: \_\_\_\_\_

Credit Check: \_\_\_\_\_

**Total Due at Lease Signing** \_\_\_\_\_

**+ Deposit**

(1) Security Deposit: \_\_\_\_\_

(2) Mailbox Key Deposit: \_\_\_\_\_

(3) Entry Key Deposit: \_\_\_\_\_

**TOTAL SECURITY DEPOSIT:** \_\_\_\_\_

***(Separate checks - one for rent & administration fees and one for security deposit)***

Realtor: \_\_\_\_\_

Misc.: \_\_\_\_\_

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