

FINANCIAL Application Package
Check List

- Fill out both forms attached, completely.
 - o Make sure you have signed both forms
- Attach Current Bank Statement (personal and business)
- Attach 2017/2018/2019 Tax Returns (personal and business)
- Attach a Business Plan, including any pictures of your current business, if applicable

INSTRUCTIONS ON FILLING OUT
FINANCIAL/CREDIT INFORMATION FORM

In order to expedite the processing of your lease, please fill out the attached forms completely. Lease approval is contingent upon approved financials; thus, it is imperative to fill out both forms as thoroughly and as accurately as possible showing your solvency. All information will be verified with your financial institution(s)* (bank, etc.) prior to lease processing.

Credit Information Form

- I. Complete this section thoroughly and include area codes with phone numbers and email address. If you are married, please name your spouse.

- II. **Bank Reference:**
 - Bank's Name:** Space provided for two (2) different banks.
 - Location:** Address of bank or branch location.
 - Phone Number:** Be sure to include area code.
 - Date Account Opened:** Include day, month, and year.
 - Bank Officer:** Name of bank officer or contact person at bank.
 - Bank Account Name:** List your name or the name of your business (whichever name the account is in).

 - Checking Account:** List checking account # or #'s.
 - Loan Account:** List loan account # or #'s.
 - Other Accounts:** Include saving accounts, CD's, money market funds, etc.
 - Comments:** If needed.

- III. **Landlord Reference:** Complete this section thoroughly and include area codes with phone numbers.

- IV. **Supplier References:** Provide two, if possible. Include supplier's name and phone # with area code.

- V. **Personal References:** Provide two, if possible. Include name and phone # with area code.

- VI. **Current Business(es) Owned:** Please provide all businesses currently owned and other notable experiences with owning and managing businesses. Use additional page, if necessary.

- VII. **Financial Data:** Attach financial information and check off which ones are attached. Please provide two years of the most current financial information. If you are providing personal financials, please include financial institutions and account numbers supporting all assets and liabilities listed.

- VIII. **Personal Financial Statement:**
 - Page 1 List Assets/Liabilities – fill in data at bottom of the page
 - Page 2 Fill in Schedule A-F to support Assets/Liabilities listed on Page 2.
 - Sign and date at the bottom of the page.

Don't forget to sign and date the bottom of the credit information form. Many banks request we send them a copy of this form with your signature, via facsimile, before they will verify any information on your accounts.

CREDIT INFORMATION FORM

Tenant Name: _____ d/b/a _____

Individual Names (as Guarantor): _____

If Married (as Husband and Wife): _____

Property Name: _____

I. IF INDIVIDUAL BUSINESS, PARTNERSHIP OR CLOSELY HELD CORPORATION, PLEASE COMPLETE THE FOLLOWING:

Name of **Person Executing the Lease**: _____

Home Address: _____

Previous Address: _____

Home/Cell Phone: _____ Length of time at above address: _____

Email: _____

Social Security Number: _____ DOB: _____

Name of **Partner/Principal**: _____

Home Address: _____

Previous Address: _____

Home/Cell Phone: _____ Length of time at above address: _____

Email: _____

Social Security Number: _____ DOB: _____

Name of **Persons Signing Guaranty**: _____

Home Address: _____

Previous Address: _____

Home/Cell Phone: _____ Length of time at above address: _____

Email: _____

Social Security Number(s): _____ DOB: _____

II. BANK REFERENCE:

Bank Name: _____

Location: _____

Phone Number: _____

Date A/C Opened: _____

Bank Officer: _____

Checking A/C: _____

Loan A/C Number: _____

Other A/C Number: _____

Comments: _____

IIA. CREDIT REFERENCE:

III. LANDLORD REFERENCE:

CURRENT: _____

Contact: _____

Phone Number: _____

Years at this location: _____

Comments: _____

PREVIOUS: _____

IV. SUPPLIER REFERENCES (provided by Tenant):

Name: (1) _____ (2) _____
Phone Number: _____
Comments: _____

V. PERSONAL REFERENCES:

Name: (1) _____ (2) _____
Address: _____
Phone Number: _____

VI. CURRENT BUSINESS(ES) OWNED:

Trade Name: (1) _____ (2) _____
Address: _____
Type of business: _____
How many locations: _____
How many years in the business: _____

VII. FINANCIAL DATA (obtain 1 year of the most current financial information):

Corporate Financial Statement (Balance Sheet & Income Statement)	Attached _____	N/A _____
Individual Operation/Store (Balance Sheet & Income Statement)	Attached _____	N/A _____
Annual Report	Attached _____	N/A _____
Corporate Quarterly Report	Attached _____	N/A _____
Personal Financial Statement	Attached _____	N/A _____

VII. PLEASE DESCRIBE ANY OUTSTANDING LITIGATION, LOAN GUARANTEES OR OTHER FINANCIAL COMMITMENTS THAT AFFECT YOUR FINANCIAL CONDITION: _____

The above credit and financial data and supporting schedules and attachments which are submitted for the purpose of establishing, obtaining, and maintaining credit, present and true, complete and correct statement of the company's/my financial condition as of the date shown. The Sembler Company is authorized to contact any appropriate third parties for the purpose of verifying and releasing financial information regarding any of the above information.

Signature/Title

Date

Signature/Title

Date

**PERSONAL FINANCIAL STATEMENT
(Confidential)**

As of: _____ 20____

Separate financial statements are required unless all information will apply to joint parties.

PERSONAL INFORMATION	
Name	Spouses Name
Social Security No.	Spouses Social Security No.
Residence Address	Number of Dependents
City, State, Zip	Business Organization
Residence Phone	Business Phone
Date of Birth	Partner or Officer in any other business

ASSETS		LIABILITIES	
Cash on hand and in banks		Notes Payable – Secured	
Accounts receivable		To Banks – Unsecured	
Notes receivable		Notes Payable to Others	
Stocks and Bonds – See Schedule A		Accounts Payable	
Real Estate – See Schedule B		Unpaid Taxes	
Cash Value of life insurance – See Schedule C		Mortgages on Real Estate See Schedule B	
Automobiles		Other Debts (itemize)	
Other Assets (itemize)			
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL ASSETS		TOTAL LIABILITIES AND NET WORTH	

SOURCE OF ANNUAL INCOME		
Salary		
Bonus and Commissions		
Dividends		
Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.		
Other Income (itemize)		
Total		

GENERAL INFORMATION		
Contingent Liabilities – As endorser or co-maker		
Unsatisfied Judgments or Law Suits pending		
Are any income tax returns made by you for prior years being contested?		
If so, what do you estimate as the additional amount you may be required to pay?		
Are you obligated to pay alimony, child support, or separate maintenance payments?		
Are any assets pledged or in joint names other than as described in Schedules?		
Have you ever been declared bankrupt?		
Do you have a will?	Who is named as your executor?	

(Schedules Listed on Next Page)

SCHEDULE A – STOCKS AND BONDS

No. of Shares Face Value (Bonds)	Description (Include maturity on bonds)	In Name of	Are these pledged	Market Value

SCHEDULE B – REAL ESTATE

Address & Type Of Property	Title In Name Of	% of Ownership	Date Acquired	Cost	Market Value	Mortgage Maturity	Mortgage Amount

SCHEDULE C – LIFE INSURANCE

Name of Insurance Company	Owner of Policy	Beneficiary	Face Amount	Policy Loans	Cash Surrender Value

**SCHEDULE D – DEPOSIT ACCOUNTS AND CREDIT WITH FINANCIAL INSTITUTIONS
(BANKS, SAVINGS AND LOAN ASSOCIATIONS, AND CREDIT UNIONS)**

Name & Address Of Institution	Account Or Credit In The Name Of	Account Cash Balance	Original Loan Amount	Secured Or Unsecured	Original Date	Maturity Date	Current Loan Balance

(USE ADDITIONAL SCHEDULES IF NECESSARY)

The information contained in this statement is provided for the purpose of obtaining, or maintaining credit with you for the undersigned, or persons, firms, or corporations in whose behalf the undersigned may either severally or jointly with others, execute a guaranty in your favor. I (we) understand that you are relying on this information (including the designation made as to ownership of property) in deciding to grant or continue credit. I (we) represent and warrant that the information provided is true and complete. You may consider this statement to be true and correct until I (we) notify you in writing of a change. You are authorized to make all inquiries you consider necessary to verify the accuracy of these statements and to determine my (our) creditworthiness. You are authorized to answer questions about your credit experience with me (us).

SIGNATURE (Individual)

Date signed _____, 20____

SIGNATURE (Spouse)