



SHOPPING CENTER APPLICATION

Personal Information and Financial Statement *(Please Fill Out Completely)*

North Oak Reale Estate

P.O. Box 5024, Woodland Hills, CA 91365-5024
Telephone: (818)715-0575 | Facsimile: (818)884-5716
Visit us online at northoakrealestate.com

Center Name: _____

Use: _____

Space# & Size: _____

To Whom it may concern:
The following is submitted by the undersigned:



Full Name: _____

Driver's License#: _____ *(Please provide copy of DL)*

Address: _____ City: _____ State/Zip: _____

Phone: () - Own Rent How Long: _____ Number of Dependents: _____

Present Employer: _____ How Long: _____

Address: _____

Phone: () - Position: _____

Do you plan to leave job within the next year? Yes No

Spouse's Full Name: _____ Age: _____

Driver's License#: _____ *(Please provide copy of DL)*

Address: _____ City: _____ State/Zip: _____

Phone: () - Position: _____

Do your spouse plan to leave job within the next year? Yes No

Bank Address: _____ Account Number: _____

Bank Address: _____ Account Number: _____

Do you plan or have you applied for a business loan? For how much? \$ _____ .00 Yes No

Have either of you or your spouse ever filed for bankruptcy (either personally or as any entity)? Yes No

BALANCE SHEET

Cash: \$ _____

Stocks & Bonds (list on back): \$ _____

Notes/Accounts Receivable: \$ _____

Life Insurance (Not full value,
only surrender value): \$ _____

Real Estate - total value: \$ _____

(List on page 2)

Automobiles: _____

Personal Possesions: _____

Other: _____

TOTAL: _____

BALANCE SHEET

Notes Payable-total owed \$ _____

(List on page 2)

Accounts Payable-total owed: \$ _____

(List on page 2)

Mortgages-total owed: \$ _____

(List on page 2)

Automobile-total owed: \$ _____

Income Taxes-accrued to date: \$ _____

Other: \$ _____

_____ \$ _____

_____ \$ _____

Total Liabilities: \$ _____

NET WORTH: \$ _____

(assets minus laibilities)

ANNUAL INCOME & EXPENSES (Please Fill Out Completely)

Your Salary :	\$ _____	Rent/House Loan Payments :	\$ _____
Spouse's Salary :	\$ _____	Payments on Notes Owed :	\$ _____
Rental Income :	\$ _____	Payments on Accounts Payable :	\$ _____
Dividend Income :	\$ _____	Payments for Taxes :	\$ _____
Interest Income :	\$ _____	Personal Living Expenses :	\$ _____
Other :	\$ _____	Other :	\$ _____
Total Annual Income :	\$ _____	Total Annual Income :	\$ _____

STOCKS & BONDS

Description	Number of Shares	Original Cost	Present Value
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Totals	_____	\$ _____	\$ _____

REAL ESTATE MORTGAGE & TRUST DEEDS

Description	Original Cost	Present Value	Description	Monthly Payment
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
_____	\$ _____	\$ _____	_____	\$ _____
Totals	\$ _____	\$ _____	_____	\$ _____

NOTES & ACCOUNTS PAYABLE (Do Not Include Real Estate)

Description	Account Number	Amount Owed	Present Value
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____
Totals	_____	\$ _____	\$ _____

The information contained in the Personal Information and Financial Statement is certified as true and accurate as of the date executed and the date delivered by the undersigned and you are authorized to conduct a credit and background check. It is understood that you intend to materially rely on this information if you enter into any lease, transfer of lease, or other agreement with this undersigned. Any attachment or additional pages are a part hereof.

Date : _____ Signature : _____ Social Security : _____
 Date : _____ Spouse's Signature : _____ Social Security : _____



REGARDING YOUR PLANNED BUSINESS

Please complete the following and attach additional information regarding your related background and business plans as necessary.

<p>What are your planned hours of operation for business?</p> <p>Monday : ___ : ___ am ___ : ___ pm</p> <p>Tuesday : ___ : ___ am ___ : ___ pm</p> <p>Wednesday : ___ : ___ am ___ : ___ pm</p> <p>Thursday : ___ : ___ am ___ : ___ pm</p> <p>Friday : ___ : ___ am ___ : ___ pm</p> <p>Saturday : ___ : ___ am ___ : ___ pm</p> <p>Sunday : ___ : ___ am ___ : ___ pm</p>	<p>How many employees do you anticipate?</p> <p>Total : _____ At any one time : _____</p> <p>Who will manage the business on day-to-day basis?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

What background do you have in this business? (Please attach resume)

How do you plan to generate business?

How much do you estimate you will spend fixurizing the Premises?	\$ _____
How much do you estimate spend in inventory?	\$ _____
What level of gross receipts do you feel you need?	\$ _____ /Year
To stay in business?	\$ _____ /Year
To be satisfied in business?	\$ _____ /Year
To be extremely please with business?	\$ _____ /Year

What are your income projects for the first two years?	Year One	Year Two
Gross Receipts	\$ _____	\$ _____
Less: Return	\$ _____	\$ _____
Credit Losses	\$ _____	\$ _____
Theft/Pilferage	\$ _____	\$ _____
Other	\$ _____	\$ _____

What are your income projects for the first two years?	Year One	Year Two
Net Receipts	\$ _____	\$ _____
Less: Cost of goods sold	\$ _____	\$ _____
Less: Operating expense	\$ _____	\$ _____
Salaries (excluding self & spouse)	\$ _____	\$ _____
Debt service	\$ _____	\$ _____
Rent & Related	\$ _____	\$ _____
Advertising & Promotion	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Other	\$ _____	\$ _____
Less: Other	\$ _____	\$ _____
Net Income (excluding owner's salaries)	\$ _____	\$ _____





REQUIREMENTS

FOR FINANCIAL VERIFICATION SUMMARY

(Please return the following with your application.)

Individual or Sole Proprietorship

Lease Application, Financial Statement & TRW Request forms
Credit Report
Bank Statements (Last 3 months)
Income Tax Returns (Last 3 years)

Corporation

Lease Application, Financial Statement & TRW Request Forms
Credit Report (TRW/ D& B)
Financial Statements (Last 3 years)
Income Tax Returns (Last 3 years)
Articles of incorporation
Corporate Resolution

Partnership

Lease Application, Financial Statement & TRW Request Forms
Credit Report (TRW/ D& B)
Financial Statements (Last 3 years)
Income Tax Returns (Last 3 years)
Partnership Agreement
Statement of Partnership (SOP)

In order to prevent additional delays, please ensure that all forms are completely filled out and signed.

Please include as many of the following items as possible:

Resume
Business Plan
Information on current business
I.e. address, brochure, photos etc.
Letter of Recommendation



APPLICATION TO RENT

Tenant
 Guarantor

(all sections must be completed) **Individual applications required from each occupant 18 years of age or older.**

Last Name		First Name		Middle Name		Social Security Number	
Other names used in the last 10 years			Work phone number ()			Home phone number ()	
Date of birth		E-mail address				Mobile/Cell phone number ()	
Driver's license number		Expiration		State		Other ID	
1. Present address		City		State		Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving					Current rent \$ /Month		
2. Previous address		City		State		Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
3. Next previous address		City		State		Zip	
Date in		Date out		Owner/Agent Name		Owner/Agent Phone number	
Reason for moving							
Proposed occupants List all in addition to yourself	Name			Name			
	Name			Name			
	Name			Name			
Will you have pets?	Describe			Will you have a waterbed?	Describe		
<input type="checkbox"/> am <input type="checkbox"/> am not a member of the Armed Forces (including the National Guard and Reserves)							
A. Present occupation or source of income				Employer name			
How long with this employer?		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
B. Prior occupation				Employer name			
How long with this employer?		Supervisor's phone number ()		Employer address			
Name of your supervisor				City, State, Zip			
Current gross income		Per		Check one		Please list ALL of your financial obligations below.	
\$				<input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year			
Name of your bank		Branch or address					



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 Page 1 of 2

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Name of Creditor	Address	Phone Number	Monthly Pymt. Amt.
		()	
		()	
		()	
		()	
		()	
		()	
		()	
In case of emergency, notify:	Address: Street, City, State, Zip	Relationship	Phone
1.			
2.			
Personal References:	Address: Street, City, State, Zip	Length of Acquaintance	Occupation
1.			
2.			

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Automobile: Make: _____ Model: _____ Year: _____ License #: _____

Other motor vehicles: _____

Have you ever filed for bankruptcy? _____ Have you ever been evicted or asked to move? _____

Have you ever been convicted of selling, distributing or manufacturing illegal drugs? _____

Applicant represents that all the above statements are true and correct and hereby authorizes verification of the above items including, but not limited to, the obtaining of a credit report and agrees to furnish additional credit references upon request. Applicant consents to allow Owner/ Agent to disclose tenancy information to previous or subsequent Owners/Agents.

Owner/Agent will require a payment of \$ _____, which is to be used to screen Applicant with respect to credit history and other background information. The amount charged is itemized as follows:

1. Actual cost of credit report, unlawful detainer (eviction) search, and/or other screening reports \$ _____
2. Cost to obtain, process and verify screening information (may include staff time and other soft costs) \$ _____
3. Total fee charged (cannot exceed \$30 per applicant, which may be adjusted annually with the CPI as of 1-1-98) \$ _____

The undersigned is applying to rent the premises designated as:

Apt. No. _____ Located at _____

The rent for which is \$ _____ per _____. Upon approval of this application, and execution of a rental/lease agreement, the applicant shall pay all sums due, including required security deposit of \$ _____, before occupancy.

_____ **Date** _____ **Applicant (signature required)**

CALIFORNIA APARTMENT ASSOCIATION CODE FOR EQUAL HOUSING OPPORTUNITY

The California Apartment Association supports the spirit and intent of all local, state and federal fair housing laws for all residents without regard to color, race, religion, sex, marital status, mental or physical disability, age, familial status, sexual orientation, or national origin.

The California Apartment Association reaffirms its belief that equal opportunity can best be accomplished through effective leadership, education, and the mutual cooperation of owners, managers, and the public.

Therefore, as members of the California Apartment Association, we agree to abide by the following provisions of this Code for Equal Housing Opportunity:

- We agree that in the rental, lease, sale, purchase, or exchange of real property, owners and their employees have the responsibility to offer housing accommodations to all persons on an equal basis.
- We agree to set and implement fair and reasonable rental housing rules and guidelines and will provide equal and consistent services throughout our residents' tenancy.
- We agree that we have no right or responsibility to volunteer information regarding the racial, creed, or ethnic composition of any neighborhood, and we do not engage in any behavior or action that would result in "steering."
- We agree not to print, display, or circulate any statement or advertisement that indicates any preference, limitations, or discrimination in the rental or sale of housing.



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 Page 2 of 2

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