

**ECONOMIC RESOURCES CORPORATION  
BUSINESS PARK**

**LEASE APPLICATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_ MOBIL NO.: \_\_\_\_\_

S. S. NO. \_\_\_\_\_ DRIVERS LIC. NO. \_\_\_\_\_

CAR MODEL \_\_\_\_\_ CAR LIC. NO. \_\_\_\_\_

POSITION WITH COMPANY \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BUSINESS TELEPHONE NO. \_\_\_\_\_ BUSINESS E-MAIL: \_\_\_\_\_

BUSINESS WEB SITE: \_\_\_\_\_

BUSINESS STRUCTURE \_\_\_\_\_ PROPRIETORSHIP (Fictitious Business Name)

\_\_\_\_\_ PARTNERSHIP (Partnership Agreement)

\_\_\_\_\_ CORPORATION (Articles of Incorporation)

Please provide copy of document verifying the name and ownership of the business.

**BUSINESS SUMMARY:**

Describe Your Business \_\_\_\_\_

Major Customers \_\_\_\_\_

\_\_\_\_\_

No. of Employees \_\_\_\_\_ Date Business Formed \_\_\_\_\_

**Please provide business financial statements (Profit and Loss) for the current and two (2) previous years, plus a Personal Financial Statement including income tax statements for the previous two (2) years.**

**Please provide names of banks, both for personal and business use; Checking and Savings account numbers.**

**DETAIL BUSINESS DESCRIPTION**

1. List any special machinery, equipment, or facilities you do or will use:

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2. Summarize your market, including your marketing strategy.

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3. List the Company's key management.

	<u>Name</u>	<u>Position</u>	<u>Experience</u>
a)			
b)			
c)			
d)			
e)			
f)			
g)			

4. Sales History

<u>Period</u>	<u>Sales</u>	<u>Profit</u>
Current		

**REFERENCES:**

**1. Provide three (3) Business References**

a) Company Name \_\_\_\_\_  
Person to Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

b) Company Name \_\_\_\_\_  
Person to Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

c) Company Name \_\_\_\_\_  
Person to Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

**2. Provide three (3) Supplier References**

a) Company Name \_\_\_\_\_  
Person to Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

b) Company Name \_\_\_\_\_  
Person to Contact \_\_\_\_\_  
Address \_\_\_\_\_  
Phone No. \_\_\_\_\_

**REFERENCES: (Continued)**

- c) Company Name \_\_\_\_\_
- Person to Contact \_\_\_\_\_
- Address \_\_\_\_\_
- Phone No. \_\_\_\_\_

**3. Provide a combination of three (3) personal and business credit references**

- a) Company Name \_\_\_\_\_
- Person to Contact \_\_\_\_\_
- Address \_\_\_\_\_
- Phone No. \_\_\_\_\_
- Account No. \_\_\_\_\_

- b) Company Name \_\_\_\_\_
- Person to Contact \_\_\_\_\_
- Address \_\_\_\_\_
- Phone No. \_\_\_\_\_
- Account No. \_\_\_\_\_

- c) Company Name \_\_\_\_\_
- Person to Contact \_\_\_\_\_
- Address \_\_\_\_\_
- Phone No. \_\_\_\_\_
- Account No. \_\_\_\_\_

## AUTHORIZATION STATEMENT

The undersigned declares that all information and documents submitted in support of my (our) application are accurate and complete to the best of my (our) knowledge and belief. Such information and documents shall become and remain the property of ERC and may or may not be returned.

ERC is hereby authorized to make such additional investigations as are necessary for the purpose of processing my (our) application. I, (we) agree to notify ERC of any material changes in the condition of my (our) affairs. Failure to give such notice shall be grounds for the rejection of my (our) applications.

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Name	Position
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Name	Position
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Date

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Name	Position
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Name	Position
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## ARCHITECTURAL SERVICES

The following procedures have been adopted by Economic Resources Corporation as part of the ERC Business Park lease application package. By signing the lease application, applicant (s) shall agree to all terms set herein forth below:

Economic Resources Corporation (ERC) shall initiate a fee for all architectural services (i. e. preliminary sketches, layout plans, space planning, cost-estimates related to construction, etc.) provided to applicant tenants for their requested physical alterations. This fee shall be calculated in the following manner:

If, after all negotiations, a contract is not consumed between ERC and the applicant tenant, the fee charged to the tenant shall be based on a rate of Fifty Dollars (\$50.00) per hour, times the actual number of hours expended on the project.

If a lease contract is executed between ERC and the applicant tenant, the fee charged to the tenant shall be calculated at a reduced rate of Twenty-Five Dollars (\$25.00) per hour. The same rate shall be applied to construction supervision provided by ERC's architect for such tenant alterations. Architectural services fee and construction supervision fee in such cases may be applied toward general alteration costs payable by the tenant, at the conclusion of such alterations.

ACCEPTED BY:

\_\_\_\_\_

Name

Position

\_\_\_\_\_

Name

Position

\_\_\_\_\_  
Date

\_\_\_\_\_

Name

Position

# PERSONAL FINANCIAL STATEMENT

## I OWN

## I OWE

<b>CASH</b>		\$	
<b>Bank Accounts</b>	\$		
<b>Other</b>			
<b>Securities-quick sale value</b>			
<b>Real Estate-quick sale value</b>			
<b>Furniture-quick sale value</b>			
<b>Cash Value Life Insurance</b>			
<b>Savings Bonds</b>			
<b>Other Assets</b>			

<b>Current Household Bills</b>		\$	
<b>Installment Contracts</b>			
<b>Car</b>	\$		
<b>Appliances</b>			
<b>Personal Loan</b>			
<b>Other</b>			
<b>Real Estate Mortgage</b>			
<b>Other Loans</b>			
<b>Insurance Premiums</b>			
<b>Taxes</b>			
<b>Other Debits</b>			
<b>TOTAL</b>			\$

<b>TOTALS</b>	\$	
<b>I OWN</b>	\$	
<b>I OWE</b>	\$	
<b>I AM WORTH</b>	\$	

