WOODARD PROPERTIES
224 14th St. NW
Charlottesville, VA 22903

WOODARD PROPERTIES
EST. 1981

WOODARDPROPERTIES.com
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COMMERCIAL LEASE APPLICATION

Please complete all of the information requested and include a non-refundable application fee. Select one of the following options:
_____ $50.00 non-refundable application fee per personal guarantor OR
_____$100.00 to have the lease in the business name only. This option is available to companies that gross $3 million annually and have been in business for a minimum of 5 years. A Business Owner Profile Report (BOP) and/or a Small Business Intelliscore (SBI) will be processed.

GENERAL INFORMATION

Date of Application: _____ Desired Move-In Date: _____

Desired Lease Term: _____ Type & Size of Space Desired: _____

Desired Location (please check one): _____ Market Square _____ McIntire Business Plaza _____ Preston Ave
_____Belmont Studios _____South Street _____Richmond Road

How many parking spaces desired_____

How did you learn about our property? _____

OCCUPANT INFORMATION

Business Name (presently): _____

Address (main office): _____

___ Sole Proprietor ___ Partnership ___ Corporation

DBA: _____ Corporation No. (if applicable): _____

Year Established: _____ # of Employees: _____ Gross Annual Revenue: _____

Contact Person/Applicant: _____ Title: _____

Business Phone #: _____ FAX #: _____

Business Email Address: _____ Tax ID #: _____

Principle Type of Business or Principal Merchandise of Shop: _____
_____
_____

List types, styles and finishes of shelving, counter, fixtures, etc. that you propose to add: _____
_____
_____

What other improvements, if any, would you be doing to the space? _____
_____
_____
_____
_____

*Please attach floor plans for approval (show layout of cabinetry, shelves, and other improvements).

Name of Proposed Business (if different from current): _____

COMMERCIAL RENTAL HISTORY (No Less Than Two Years)

Present Address: _____

Own? _____ If no, current Landlord: _____ Phone: _____

Monthly Rent: _____ Lease Period: _____ Reason for Leaving: _____

Previous Address: _____

Own? _____ If no, current Landlord: _____ Phone: _____

Monthly Rent: _____ Lease Period: _____ Reason for Leaving: _____

GUARANTOR'S INFORMATION (if applicable)

Personal information of Proprietor, Partner(s), Major Shareholder(s) or individual(s) otherwise authorized to be a guarantor of the business' obligation.

1. Principal Name: _____, Title: _____

   Home Address: _____

   Years at present address: _____ Email Address: _____

   Home Phone: _____ Mobile Phone: _____

   SSN: _____ DOB: _____

2. Principal Name: _____, Title: _____

   Home Address: _____

   Years at present address: _____ Email Address: _____

   Home Phone: _____ Mobile Phone: _____

   SSN: _____ DOB: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Phone: Daytime _____ Evening _____ Mobile _____

Address: _____

Disclosure

Inquiries are made to verify employment status and social security number and to obtain information regarding applicant's credit history, rental history, and criminal record which includes screening through a sex offender search and against the Office of Foreign Assets Control (OFAC) as a result of the USA Patriot Act. Applicant authorizes verification of all references given herein, and release of information to/from Landlord or any Credit Bureau or reporting agency on the business and/or its principals. Applicant authorizes Woodard Properties to disclose information to future Landlord or other 3rd parties if requested in the ordinary course of business for legitimate purposes as so determined by Woodard Properties. This authorization shall continue throughout the application process, the rental term, and after any termination or default of the rental agreement. Applicant hereby declares that he/she is of legal age and that the statements above are true and understand that any lease agreement made on the basis of the information may be terminated at any time at the Landlord's option if this information is found to be false.

Signature_____ Date_____

Signature_____ Date_____