

# **RIGHT SPACE** Commercial Real Estate

## LEASE APPLICATION GUIDE

### **Documentation Requirements & What to Expect:**

At Right Space Commercial, we work closely with property owners to ensure prospective tenants are a strong fit for the property and financially prepared to operate in the space.

To streamline the leasing process and avoid delays, prospective tenants should be prepared to provide the documentation outlined below before submitting a formal lease application. Providing complete information allows our team and the property owner to review requests efficiently and determine next steps.

### **Business Applicant Information:**

Prospective tenants should be prepared to provide the following business documentation:

- Financial statement or balance sheet
- Business model or business plan
- Last two (2) years of business tax returns (if applicable)
- Credit check authorization
- Copy of government-issued driver's license
- Description of requested tenant improvements or build-out needs (if applicable)
- Articles of Organization or Incorporation documents
- W-9 Form
- Business or professional references

### **Guarantor Information:** *If different from the business applicant*

Many property owners require a personal guarantor, particularly for new businesses or businesses without an established operating history.

If a guarantor is required, the following documentation may be requested:

- Copy of driver's license
- Last two (2) years of personal tax returns
- Credit check authorization

### **Important Note:**

Documentation requirements may vary depending on the property owner and property type. Additional information may be requested during the review process. All applications and lease terms remain subject to final landlord approval.