



Credit Information Package

Shopping Center: _____

Leasing Agent or
Property Manager: _____



Attached you will find the necessary forms to supply the Landlord with appropriate background verification.

Please complete as follows:

1. Approval to release Credit Information, signed and witnessed.
2. Personal Financial Status - Complete in full, signed and witnessed.
3. Credit Report Identification Sheet.
4. Bank Credit Reporting Form - Please sign and deliver to your Banking office to forward to our office.
5. Attach a legible copy of your Driver's License or other photo ID if you do not have a driver's license.

If you have any questions regarding any of the items, please contact our office.

Your information will be held in the utmost confidence, used only for your leasing request, and reviewed by the Leasing Committee.



Credit Release Form

I, _____, do hereby give my full consent to SEC Commercial Realty Group, Inc. (SEC), its parent companies, subsidiary corporations, agents, subagents, or associates to investigate me or my business's credit standing and to obtain credit reports at any time as deemed necessary by SEC.

This is to be used for the purpose of establishing my past, current and future credit position and financial credibility. This is for the use and review only by those owner(s) and representatives of the commercial property I am interested in leasing.

Date: _____

Witness

Printed Name

Signature

Printed Name

Witness

Printed Name

PERSONAL FINANCIAL STATEMENT

As of the _____ day of _____ 20__

Name _____ To _____
 Address _____

For the purpose of securing credit from time to time with you, I furnish the following as a true and correct statement of my financial condition on date named above, and agree to notify you of any material changes affecting my financial condition. In the absence of such notice, this is to be considered a continuing statement and my ability to pay has not fallen below the condition herein set forth.

ASSETS				LIABILITIES			
Cash (Schedule A)	\$			Notes Payable Banks (Schedule A)	\$		
Stocks and Bonds (Schedule B)				Notes Payable to Relatives (Schedule E)			
Accounts and Notes Receivable:				Notes Payable to Others (Schedule E)			
Due from relative and friends				Accounts Payable			
Due from others – good				Federal & State Income Taxes Payable			
Doubtful				Other Accrued Taxes & Interest			
Real Estate Owned (Schedule C)				Mortgages Payable (Schedule C)			
Mortgages Owned (Schedule D)				Installment Contracts Payable			
Cash Surrender Value Life Ins. (Schedule F)				Loans against Life Insurance (Schedule F)			
Other assets (itemize):				Other Liabilities: (itemize):			
				TOTAL LIABILITIES			
				NET WORTH			
TOTAL	\$			TOTAL	\$		
Amount of Assets Pledged	\$			Amount of Liabilities Secured	\$		

Annual Income: Salary \$ _____ Fee or Commissions \$ _____ Other \$ _____
 Business or Occupation _____ Name of Employer _____
 Are you a partner or officer in any other business or venture? _____
 Age _____ Marital Status _____ No. of Dependents _____ Spouse's Name _____
 Are there any unsatisfied judgments or legal actions pending against you? _____
 Have you ever gone through bankruptcy or made a general assignment? _____
 As of the date of this financial statement, I had not pledged, assigned, hypothecated or transferred the title to any of my assets, except as noted on this form or on a supporting schedule, nor has any such action been taken since that date, except as follows (give details):

CONTINGENT LIABILITIES: As endorser or co-maker _____
 On receivables discounted or sold _____ As guarantor _____
 On leases, mortgages or contracts _____ Unsettled claims _____
 Other (itemize) _____

(Please Complete All Schedules and Fill in All Blanks; Insert ANone≡ if Appropriate)

CASH BALANCES AND BANK LOANS

Schedule A

Name of Bank	Statement Date					Method of Borrowing (Unsecured, Guaranty, Collateral)
	Cash Balance	Amount Owing				
Cash on Hand						
TOTALS AS PER STATEMENT						

Schedule B

STOCKS AND BONDS

Shares or Bonds	Name of Security	In Name of	Present Market Value	If Pledged State to Whom

Schedule C

REAL ESTATE OWNED

% Ownership	Location, Type of Property and Date Acquired	Title in Name of	Cost	Recent Appraised Value	Mortgage Amount Due

Are there any other liens against any of the above property? .

Are there any mortgage payments, interest or taxes in arrears? .

Schedule D

REAL ESTATE MORTGAGES OWNED

Type of Lien (1st, 2nd, 3rd, etc.) Location and Type of Property	Mortgagee of Record	Original Amount	Present Amount	Maturity

Are there any principal payments, interest or taxes in arrears? Are there any unrecorded assignments?

Schedule E

NOTES PAYABLE

Amount	Creditor	Due	Terms	Collateral

Schedule F

LIFE INSURANCE

Face Amount	Name of Company	Beneficiary	Type of Policy	Cash Value	Loans Against Policy

Are any of the above policies assigned except for loans as shown?

the foregoing statement is true and correct and may continue to be considered at least as favorable as shown until otherwise notified in writing by the undersigned.

Dated:

the _____ day of _____ 20____

PROSPECTIVE TENANT CREDIT INFORMATION FORM

INDIVIDUAL:

A. Name: _____ Date of Birth: _____
 Home Phone #: _____ Social Security #: _____
 Cell Phone # (required): _____
 Home Address: _____ Drivers License #: _____
 E-mail Address (required): _____ Own: _____ Rent: _____

Mortg. Co.: _____ Landlord: _____
 Address: _____ Address: _____
 Phone #: _____ Phone #: _____

B. Prev. Add.: _____ How Long At This Address: _____
 (Less than 2 yrs.): _____ Own: _____ Rent: _____

C. Employer Name: _____ Phone #: _____
 Address: _____ How Long: _____
 Contact? Yes _____ No _____

D. Bus. Name: _____ Phone #: _____
 Bus. Type: _____ How Long In Business: _____
 Address: _____ How Long At This Address: _____
 Own: _____ Rent: _____

CORPORATION: (Attach copy of most recent audited financial statement)

A. Corp. Name: _____ Phone #: _____
 Bus. Type: _____ How Long In Business: _____
 Address: _____ How Long At This Address: _____
 Own: _____ Rent: _____

Mortg. Co.: _____ Landlord: _____
 Address: _____ Address: _____
 Phone #: _____ Phone #: _____

B. Corporation Officers:

Name: _____ Social Security #: _____
 Address: _____ Title: _____
 Home Phone #: _____

Name: _____ Social Security #: _____
 Address: _____ Title: _____
 Home Phone #: _____

REFERENCES:

A. Credit References:

Name of Reference	Address	Phone #	Acct. # Type Acct.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Banking References:

Name of Reference	Name Acct. In	Phone #	Acct. # Type Acct.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



BANK
CREDIT RELEASE FORM

TO BE COMPLETED BY PROSPECTIVE TENANT AND SUBMITTED TO BANK:

Bank: _____

Address: _____

City/State/Zip: _____

I, _____, do hereby give my full consent to the SEC Commercial Realty Group, Inc., its parent companies, subsidiary corporations, agents, subagents, or associates to request and obtain information, on my business and myself, both present and past history and any information relating to same.

This is to be used for the purpose of establishing my current and past credit position and financial credibility. This is for the use and review only by those owner(s) and representative(s) of the commercial property I am interested in leasing.

Witness _____ Signature of Applicant _____

Date _____

Shopping Center _____ Agent _____

TO BE COMPLETED BY BANK AND RETURNED TO ADDRESS BELOW:

Checking Account No.: _____

Savings Account No.: _____

Date Accounts Opened: _____

Average Balance: _____

Has this account been in good standing? Yes _____ No _____

Comments: _____

Person completing form **(PLEASE NOTE, YOU MUST STAPLE YOUR BUSINESS CARD TO FORM IN ADDITION TO SIGNING BELOW):**

By: _____ Title: _____

Printed Name: _____

Please mail completed form to: **SEC Commercial Realty Group, Inc.
7284 W. Palmetto Park Road, Suite 210-S
Boca Raton, FL 33433**

Thank you for your cooperation.

All bank fees associated with obtaining this information shall be paid by Applicant.

**PLEASE ATTACH A LEGIBLE PHOTO COPY OF
YOUR DRIVER'S LICENSE OR OTHER PHOTO ID
TO THIS CREDIT PACKAGE**

Check List

Before you return this Credit Package to SEC Commercial Realty, please be sure to:

- 1. Sign the Credit Release Form and have your signature witnessed by two (2) people.**
- 2. Complete Personal Financial Statement and Prospective Tenant Credit Information.**
- 3. Complete top half of Bank Credit Release Form, which needs to be signed and witnessed, and give/send to bank to have them complete bottom half of form.**
- 4. Attach a copy of your Driver's License or other Photo ID, if you do not have a driver's license, to the back of this application.**