



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

(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.**