ROA™ COMMERCIAL | GA

LEASE APPLICATION · RETAIL · OFFICE · INDUSTRIAL · FLEX · MEDICAL

COMMERCIAL TENANT APPLICATION

Built by Agents. Driven by Success.

Instructions. Please complete every section, type directly into the shaded fields (or print and complete in ink), initial each page, and sign Section 11. Write "N/A" where a question does not apply. Attach the items listed in Section 10. Incomplete applications cannot be processed. **This application is not a lease, an offer to lease, or a reservation of space**; no rights arise until a written lease is signed and delivered by both Landlord and Tenant.

1 PREMISES & LEASE REQUEST

Property applied for

PROPERTY ADDRESS | SUITE / UNIT

CITY | COUNTY | STATE | ZIP

PROPERTY TYPE

☐ Retail ☐ Office ☐ Industrial / Warehouse ☐ Flex ☐ Medical ☐ Restaurant ☐ Land / Yard Other:

RENTABLE SF REQUESTED | DESIRED COMMENCEMENT DATE | LEASE TERM (MONTHS) | RENEWAL OPTIONS REQUESTED

PROPOSED BASE RENT ($/SF/YR OR $/MO) | LEASE TYPE | TI / ALLOWANCE REQUESTED ($) | FREE RENT REQUESTED (MOS)

PROPOSED USE OF PREMISES (DESCRIBE OPERATIONS IN DETAIL — MUST BE PERMITTED BY ZONING)

HOURS / DAYS OF OPERATION | EMPLOYEES ON SITE | PARKING SPACES NEEDED | CUSTOMER VISITS / DAY

SPECIAL REQUIREMENTS

☐ Grade / dock loading ☐ Heavy power (amps/phase) ☐ Grease trap / hood venting ☐ Outdoor storage
☐ Hazardous materials ☐ Signage ☐ 24-hr access

DETAILS OF SPECIAL REQUIREMENTS (POWER, CLEAR HEIGHT, LOADING, PLUMBING, SIGNAGE, BUILDOUT)

2 APPLICANT / BUSINESS ENTITY

The tenant on the lease

LEGAL NAME OF ENTITY (EXACTLY AS REGISTERED) | TRADE NAME / DBA

ENTITY TYPE

☐ Corporation ☐ LLC ☐ Limited partnership ☐ General partnership ☐ Sole proprietor ☐ Non-profit Other:

STATE OF FORMATION | DATE FORMED | FEDERAL EIN | GA SEC. OF STATE CONTROL #

CURRENT BUSINESS ADDRESS | CITY / STATE / ZIP

BUSINESS PHONE | EMAIL | WEBSITE

INDUSTRY / NAICS | YEARS IN BUSINESS | # OF LOCATIONS | FULL-TIME EMPLOYEES

GROSS REVENUE — LAST FISCAL YEAR ($) | GROSS REVENUE — PRIOR YEAR ($) | PROJECTED REVENUE AT THIS SITE ($/YR)

IS THE BUSINESS A FRANCHISE?

☐ Yes ☐ No

FRANCHISOR NAME | FRANCHISOR CONTACT / PHONE

DESCRIPTION OF BUSINESS, PRODUCTS / SERVICES, AND TARGET CUSTOMERS

PRIMARY CONTACT FOR THIS APPLICATION | TITLE | MOBILE

3 CURRENT & PRIOR PREMISES

Landlord reference

CURRENT PREMISES ARE

☐ Leased ☐ Owned ☐ Home-based / none ☐ Start-up

CURRENT LANDLORD / MANAGEMENT CO. | LANDLORD CONTACT | LANDLORD PHONE

CURRENT MONTHLY RENT ($) | SQUARE FEET | OCCUPIED SINCE | LEASE EXPIRATION

REASON FOR RELOCATING / EXPANDING

PRIOR PREMISES ADDRESS (IF LESS THAN 3 YRS AT CURRENT) | PRIOR LANDLORD & PHONE | DATES

4 PRINCIPALS, OWNERS & GUARANTORS

All owners of 20% or more

List every owner holding 20% or more of the applicant and each officer or member who will sign. Personal information is used only to verify identity and credit and is handled confidentially by Landlord and Broker.

PRINCIPAL 1

FULL LEGAL NAME | TITLE | OWNERSHIP %

HOME ADDRESS | CITY / STATE / ZIP

MOBILE | EMAIL | YEARS AT ADDRESS | OWN / RENT

DATE OF BIRTH | SSN (CREDIT CHECK ONLY) | DRIVER'S LICENSE # / STATE | PERSONAL GUARANTOR? Y / N

PRINCIPAL 2

FULL LEGAL NAME	TITLE	OWNERSHIP %

HOME ADDRESS	CITY / STATE / ZIP

MOBILE	EMAIL	YEARS AT ADDRESS	OWN / RENT

DATE OF BIRTH	SSN (CREDIT CHECK ONLY)	DRIVER'S LICENSE # / STATE	PERSONAL GUARANTOR? Y / N

PRINCIPAL 3

FULL LEGAL NAME	TITLE	OWNERSHIP %

HOME ADDRESS	CITY / STATE / ZIP

MOBILE	EMAIL	YEARS AT ADDRESS	OWN / RENT

DATE OF BIRTH	SSN (CREDIT CHECK ONLY)	DRIVER'S LICENSE # / STATE	PERSONAL GUARANTOR? Y / N

5 BANKING & TRADE REFERENCES

BANK REFERENCES

BANK NAME	BANKER / CONTACT	PHONE	ACCOUNT TYPE	AVG. BALANCE ($)

BANK NAME	BANKER / CONTACT	PHONE	ACCOUNT TYPE	AVG. BALANCE ($)

TRADE / VENDOR REFERENCES

COMPANY	CONTACT	PHONE / EMAIL	ACCOUNT SINCE

COMPANY	CONTACT	PHONE / EMAIL	ACCOUNT SINCE

COMPANY	CONTACT	PHONE / EMAIL	ACCOUNT SINCE

PROFESSIONAL ADVISORS

ACCOUNTANT / CPA FIRM	PHONE	ATTORNEY / LAW FIRM	PHONE

6 INSURANCE

INSURANCE AGENT / AGENCY	CARRIER	AGENT PHONE	AGENT EMAIL

Tenant will be required to carry, at minimum, commercial general liability, property / contents, business-interruption and workers' compensation coverage in the amounts stated in the lease, naming Landlord (and its manager and lender, as required) as additional insured, with a certificate delivered before taking possession.

7 CREDIT & LEGAL HISTORY

Applicant and each principal

Answer for the applicant entity **and** each principal listed in Section 4. Any "Yes" answer must be explained below. A "Yes" answer does not automatically disqualify an application.

1. Has the applicant or any principal filed for bankruptcy, made an assignment for the benefit of creditors, or been the subject of a receivership in the past 7 years?	☐ Yes	☐ No
2. Are there any unpaid judgments, tax liens, or UCC / mechanic's liens against the applicant or any principal?	☐ Yes	☐ No
3. Is the applicant or any principal currently a party to any lawsuit, arbitration, or government proceeding?	☐ Yes	☐ No
4. Has the applicant or any principal ever been evicted, defaulted under a commercial lease, or been sued by a landlord?	☐ Yes	☐ No
5. Are any federal, state, or local taxes (including sales, payroll, or property taxes) past due?	☐ Yes	☐ No
6. Will the business use, store, or generate hazardous materials or regulated waste at the premises?	☐ Yes	☐ No
7. Does the proposed use require a special license, permit, or variance (e.g., alcohol, health department, special use permit, Certificate of Occupancy change)?	☐ Yes	☐ No
8. Has the applicant been operating for less than 2 years (start-up)? If yes, attach a business plan and pro forma.	☐ Yes	☐ No

EXPLANATION OF ANY "YES" ANSWERS (REFERENCE QUESTION #)

8 BROKERAGE RELATIONSHIP DISCLOSURE

Georgia BRRETA, O.C.G.A. § 10-6A

As required by the Georgia Brokerage Relationships in Real Estate Transactions Act, the brokers involved disclose the parties they represent in this transaction. Applicant acknowledges receiving this disclosure no later than the time of submitting this application.

LISTING / LANDLORD'S BROKERAGE	AGENT	GA LICENSE #	PHONE

LANDLORD'S BROKER IS ACTING AS

☐ Landlord's agent ☐ Dual agent (written consent) ☐ Designated agent ☐ Transaction broker

TENANT'S BROKERAGE (IF ANY)	AGENT	GA LICENSE #	PHONE

TENANT'S BROKER IS ACTING AS

☐ Tenant's agent ☐ Dual agent (written consent) ☐ Designated agent ☐ Transaction broker ☐ No tenant broker

Any commission to be paid is set by separate written agreement and is not set by law or by any REALTOR® association. Brokers are not lawyers, accountants, engineers, or zoning consultants; Applicant should consult its own professionals.

9 APPLICANT ACKNOWLEDGMENTS

Initial each item

_____ **No lease until signed.** Submission or acceptance of this application, or of any deposit or fee, does not create a lease, option, or right of occupancy. Landlord may accept or reject any application in its sole discretion and may continue to market the premises.

_____ **Application fee.** The application / credit-processing fee stated in Section 10 is non-refundable and is not applied to rent or security deposit unless the lease says otherwise.

_____ **Zoning & use.** Applicant is responsible for confirming that its intended use is permitted by the applicable zoning and for obtaining any business license / occupation tax certificate, permits, and Certificate of Occupancy required by the city or county.

_____ **Premises condition.** Unless a signed lease states otherwise, the premises are offered "as-is." Square footage, measurements, and building information are believed reliable but are not guaranteed and should be independently verified.

_____ **Personal guaranty.** Landlord may require a personal guaranty from one or more principals, a security deposit, and/or prepaid rent as a condition of approval.

_____ **Electronic signatures.** Electronic signatures and initials on this application are valid and binding under the Georgia Uniform Electronic Transactions Act (O.C.G.A. § 10-12-1 et seq.).

10 REQUIRED DOCUMENTS & FEES

Attach to application

- ☐ Business federal tax returns — last 2 years
- ☐ Year-to-date P&L and balance sheet
- ☐ Personal financial statement — each guarantor
- ☐ GA Certificate of Existence / Articles of Organization
- ☐ Business license / occupation tax certificate
- ☐ Franchise agreement & franchisor approval (if franchise)
- ☐ Floor plan / space plan or equipment list (if available)
- ☐ Personal federal tax returns — each guarantor, last 2 years
- ☐ Business bank statements — last 3 months
- ☐ Government-issued photo ID — each principal
- ☐ Operating agreement or corporate resolution (signing authority)
- ☐ Business plan & 3-year pro forma (start-ups)
- ☐ Certificate of insurance (prior to possession)
- ☐ Application fee

APPLICATION FEE PER APPLICANT ($)	PAYABLE TO	PAYMENT METHOD / CHECK #	DATE PAID

11 CERTIFICATION, CREDIT AUTHORIZATION & SIGNATURES

The undersigned applicant and each undersigned principal certify that the information in this application and in all attached documents is true, correct, and complete, and understand that Landlord will rely on it in deciding whether to lease the premises. Any material misstatement or omission is grounds for rejection of this application or, if discovered after a lease is signed, a default under the lease. Each of the undersigned authorizes Landlord, its property manager, and the brokers named above to obtain business and **consumer credit reports**, to verify bank, trade, landlord, and other references, and to search public records, for the purpose of evaluating this application and, if a lease results, for its administration, renewal, and collection. This authorization is given for purposes of the Fair Credit Reporting Act, 15 U.S.C. § 1681b. A photocopy, fax, or electronic copy of this authorization is as valid as the original.

APPLICANT (BUSINESS ENTITY)

APPLICANT LEGAL ENTITY NAME

SIGNATURE | DATE

PRINTED NAME | TITLE / CAPACITY

PRINCIPAL / GUARANTOR 1

SIGNATURE | DATE

PRINTED NAME | TITLE / CAPACITY

PRINCIPAL / GUARANTOR 2

SIGNATURE | DATE

PRINTED NAME | TITLE / CAPACITY

PRINCIPAL / GUARANTOR 3

SIGNATURE | DATE

PRINTED NAME | TITLE / CAPACITY

FOR LANDLORD / BROKER USE ONLY

RECEIVED BY | DATE / TIME RECEIVED | FEE RECEIVED ($) | CREDIT REPORT DATE

DECISION

☐ Approved ☐ Approved with conditions ☐ Declined ☐ Withdrawn

CONDITIONS (DEPOSIT, GUARANTY, PREPAID RENT, ETC.) | LANDLORD APPROVAL — NAME & DATE