

# The Arbors at Carolina Forest

334 Carolina Forest Blvd  
Jacksonville, NC 28546  
910.333.8131 ph  
910.333.8363 fax  
thearbors@bipinc.com

**THIS LETTER MUST BE TYPED ON YOUR BUSINESS LETTERHEAD This is a sample only**

Re: (Company Name)

To whom it concerns:

This is our corporate letter of responsibility and authorization.

(Person to sign lease) has been authorized to act on behalf of (Company Name) in the matter pertaining to leasing apartments.

All monthly rental payments by the first of each month and security deposit and initial move in fees on the apartment(s) will be made by (Company Name).

(Company Name) will accept responsibility for any unpaid rent, or any undue damage done to the apartment or its contents.

It is understood that a 30-day written notice to vacate is required.

We have chosen to rent a (apartment type) at (Rental Rate) per month. We understand that the Move in fees for the apartment are \$40 Application Fee, \$100 Administrative fee and \$200 Refundable Security Deposit.

Sincerely,

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Signature of Corporate Principal

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Title

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## COMMERCIAL RENTAL APPLICATION

### BUSINESS

Firm Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
DBA \_\_\_\_\_  
Billing Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Nature of Business \_\_\_\_\_  Corporation  
 Sole Proprietorship  
 Partnership

Business Tax ID # \_\_\_\_\_ Year Established: \_\_\_\_\_

Has applicant been subject to a bankruptcy, reorganization, assignment for the benefit of creditors or similar restructure of debt within the past ten (10) years?  yes  no If yes, Please explain.

### OCCUPANTS (Copy of Photo ID Required)

<u>FULL NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____
_____	____/____/____	_____

AUTOMOBILE \_\_\_\_\_  
MAKE MODEL YEAR LICENSE # \_\_\_\_\_  
MOTORCYCLES \_\_\_\_\_  
MAKE MODEL YEAR LICENSE # \_\_\_\_\_

### BUSINESS CREDIT REFERENCES – PRIMARY SUPPLIERS

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
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Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby authorized **The Arbors at Carolina Forest** or its agents to verify the above information by checking with any and all available sources. I understand that a criminal background check will be run on all occupants of the apartment. I understand the \$40 fee for verifying this rental application is not a deposit and will not be applied to future rent, or refunded even if my application is declined.

Legal Name of Firm \_\_\_\_\_  
By: \_\_\_\_\_  
Signature (must be an officer or owner) title \_\_\_\_\_  
Print Name \_\_\_\_\_