



Lease Application Checklist

STEP 1

Lease Application

- Lease Application (**It must be filled out in its entirety-NO EXCEPTIONS**)
Incomplete Applications will not be processed.

Financials (**Two of the following items below are required**):

- Last 2 years Tax Returns (Corporation) If in existence more than 1yr **or**
- Last 2 years Tax Returns (Personal) **and**
- Last 3 Months of Business Bank Statements (**If new Company then Personal Bank Stmt**s)

Proof of Corporation and Officers or Managers Authority

- Articles of Organization (If company is LLC /Partnership)
- Articles of Incorporation (If company is Corporation)
- Operating Agreement (If LLC)
- By Laws (If Corporation)
- Resolution of Authorized Company Manager Authority if not "Owner/Shareholder" (**If applicable**)
- Proof of Current Orange County Business Tax Receipt (**If applicable**)
- Color Copy of Valid State Drivers ID or **Passport** for Owners
- If Company requires State License to operate, then this license must be provided.

STEP 2

On Your Scheduled Date to Sign Lease, Please make sure you have the following: Make check payable to the landlord show on the lease – **not** Norbridge Properties.

- Security Deposit
- 1st Months Advanced Rent

Items to be provided prior to move in

General Liability Insurance Certificate showing Landlord and if applicable the Condominium Association as **additional insured** showing Standard General commercial liability policy providing coverage of at least US\$1,000,000 per occurrence (US\$500,000 bodily injury per person), US\$300,000.00 in property damage, and aggregate coverage of \$2,000,000).

- Proof of New Orange County Business Tax Receipt

Referral Fee to Real Estate Agent: (If you are working with a REALTOR-**Notify us Immediately**) Agent must return

- W9 - Signed by Real Estate Corp Office (Broker)
- Copy of Brokerage License

You may email your completed file and if you have any questions, please email us at OFFICE@NORBRIDGE.COM and CC: Giselle@Norbridge.com Attn: Yvette Iturrino