



5301 N. Federal Highway\*Suite 220\*Boca Raton, Florida 33487\*T: 561.674.0001 E: [info@greenhouseoffices.com](mailto:info@greenhouseoffices.com)

To Whom It May Concern:

The following documents must be received for review by management, when signing a Lease at the above referenced premises:

**DOCUMENTS REQUIRED FROM ASSIGNEE**

1. Copy of Rental Application (**enclosed**).
2. Net worth Statement with supporting documents (**enclosed**).
3. Verification of employment and income on company letterhead, if self-employed, a letter to that effect from accountant stating income.
4. Copy of last two years Tax Returns (State & Federal) including W'2s.
5. Copy of two (2) bank statements (savings and/or checking).
6. Landlord reference.
7. Certificate of Insurance naming the Assignee/tenant as insured.
8. Three (3) personal letters of reference from each applicant.
9. Signed credit check waiver (**enclosed**).
10. W-9.
11. Good Guy Guarantee for principals of Assignee.

Please send the **original** of the aforementioned documents and **one copy** to the undersigned for processing.

Please contact me if you have any further questions at 561.674.0001

Sincerely,

The Greenhouse Management Team



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**RENTAL APPLICATION**

**APPLICANT'S INFO**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**OWNER'S Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

**INFORMATION REGARDING APPLICANT**

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_

Business Address \_\_\_\_\_ Telephone \_\_\_\_\_

Position

\_\_\_\_\_

Schools and Colleges Attended

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of all tenants in the building known by the applicant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**

**LANDLORD:**

Present Landlord or Agent

\_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Approximate Length of Occupancy \_\_\_\_\_

Previous Landlord or Agent \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Approximate Length of Occupancy \_\_\_\_\_

**FINANCIALS**

**FINANCIAL:**

A. Bank \_\_\_\_\_ Bank Officer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

B. Bank \_\_\_\_\_ Bank Officer Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

C. Stock Broker, C.P.A., Executor, if any \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

D. For information regarding source of income

\_\_\_\_\_

Address \_\_\_\_\_

**PERSONAL:**

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**SPECIAL REMARKS:**

Please give any additional information, which may be pertinent or helpful

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