



NEPTUNE ASSOCIATES LLC

2681 E. 14TH ST • BROOKLYN, NY 11235
TEL (718) 769-4687 • FAX (718) 891-9482
E-MAIL: RENTING@NEPTUNEASSOC.COM

Commercial Rental Application Requirements

The following items are required to consider your eligibility for commercial space:

- 1) Applicant's Current Balance Sheet and Income Statement
- 2) Applicant's most recent two years of income tax returns
- 3) Copies of driver's licenses (or other government issued photo IDs, with addresses) for direct/indirect owners
- 4) Copies of social security cards for direct/indirect owners
- 5) Personal Financial Statements for all direct/indirect owners prepared by an accountant
- 6) Copies of most recent two years of income tax returns for direct/indirect owners
- 7) Copies of most recent bank statements for Applicant (if applicable) and direct/indirect owners
- 8) A completed & executed Neptune Associates LLC Commercial Rental Application (attached)
- 9) Payment of non-refundable \$50 application fee per party to Neptune Associates LLC
- 10) Such other documentation as requested to complete the review of your application

*The application fee paid in connection with this application is NON-REFUNDABLE and is not a deposit and will not be applied towards rent or other financial obligations should the applicant be approved, nor shall the application fee be refunded if not approved.

**We accept several applications until a lease is signed. Our policy is that the first person to sign a lease, regardless of who had their applications in or who was approved first gets the space.



COMMERCIAL RENTAL APPLICATION

NEPTUNE ASSOCIATES LLC

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Building Name/Address: _____ Space #: _____
Broker's Name (if any): _____

Business Info

Legal Name to Appear on Lease: _____
Corporation: _____ LLC: _____ Partnership: _____ LLP: _____ Sole Proprietor: _____ Non-Profit: _____
Other (explain): _____ State in Which Entity Formed: _____
Year Formed: _____ Federal Tax Identification No: _____
D/B/A to Appear on Lease (if any): _____
Nature of Business/Use: _____
Business Main Address: _____
Business Phone: _____

Current Landlord or Management Company: _____
Telephone Number & E-mail of Current Landlord or Management Company: _____

Other Business Locations (if applicable):

Location 1: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____

Location 2: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____

Personal Info of Direct/Indirect Owners

Person 1: _____ Title: _____
Social Security #: _____ Date of Birth: _____
Drivers License #: _____ State of Issuance: _____

Person 2: _____ Title: _____
Social Security #: _____ Date of Birth: _____
Drivers License #: _____ State of Issuance: _____

Financial Info

Credit References (Business / Personal):

Name: _____ Business: _____ Personal: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ Phone #: _____

Name: _____ Business: _____ Personal: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ Phone #: _____

Bank References (Checking / Savings Accounts):

Name: _____ Business: _____ Personal: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Account #: _____

Name: _____ Business: _____ Personal: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Account #: _____

Credit Card Information:

Issuer: _____ Card Number: _____
Approximate Balance: \$ _____ Payments: \$ _____

Issuer: _____ Card Number: _____
Approximate Balance: \$ _____ Payments: \$ _____

Other Creditors Not Already Listed (Auto Loans / Mortgages, Etc.):

Creditor Name: _____ Type of Loan: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ Phone #: _____
Account Number: _____ Balance: \$ _____ Monthly Payment: _____

Creditor Name: _____ Type of Loan: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Contact Name: _____ Phone #: _____
Account Number: _____ Balance: \$ _____ Monthly Payment: _____

Disclosure Regarding Background Investigation: In connection with this application, Neptune Associates LLC, its employees, directors, officers, members, affiliates and/or principles may obtain information about you from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” (as such terms are defined in the Federal Fair Credit Reporting Act, 15 U.S.C. 1681 et seq.), which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records, verification of your education or employment history, or other background checks. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigate consumer report and to request a copy of your report. These searches will be conducted by, and you have the right to inspect and receive a copy of any investigative consumer report requested by us by contacting the consumer reporting agency, Core Logic Safe Rent, Inc., Consumer Relations 7300 Westmore Road, Suite 3, Rockville, Maryland 20850-5223, Telephone (888) 333-2413.

Acknowledgment and Authorization for Background Investigation: I acknowledge receipt of the separate document entitled A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT (the ‘Summary’) and certify that I have read and understand the information and disclosures contained in the Summary and this application. I hereby authorize Neptune Associates LLC, its employees, directors, officers, members, affiliates and/or principals to obtain “consumer reports” and/or “investigative consumer reports” after receipt of this application. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by CoreLogic SafeRent, Inc., Consumer Relations 7300 Westmore Road, Suite 3, Rockville, Maryland 20850-5223, Telephone (888) 333-2413, and/or Neptune Associates LLC itself. I agree that a facsimile, electronic or photographic copy of this application shall be as valid as the original.

I verify that all the information given in this application is true and correct and understand that my lease or rental agreement may be terminated if I have made any false or incomplete statements in this application.

Date Applicant signature

Date Applicant signature

Para información en español, visite www.consumerfinance.gov/learnmore o escribe al Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G. Street N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20423
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20549
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Lank Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357