



TENANT APPLICATION

Organization Information

Organization Name _____

Address _____ City _____ State _____ Zip _____

Mailing Address (if not the same as above) _____

Contact Name _____ Title _____

Phone _____ Email _____

Website _____

Name of Person Submitting (if different from above) _____

Phone _____ Email _____

EIN _____ Hours of operation _____

Mission Statement

Office Space Needs

If you are currently in another lease agreement, when does it expire? _____ N/A

of full-time staff _____ # of part-time staff _____

Approximate square footage of office space needed _____ Average # of clients served per month _____

Attachments

Please submit the following documents with this completed application:

- Current board of directors list
- Current or most recent year-end balance sheet (aka statement of financial position)
- Most recent year-end income statement (aka statement of activities or profit and loss)

Signature

Signature

Date