

CFC PROPERTIES

– LEASING INFORMATION –

Thank you for trusting us to be a part of your business.

For over 40 years, CFC Properties has been helping Bloomington businesses grow and we are excited to be a part of your journey. This packet outlines our process to help ensure a smooth move into your new space.

STEP 1 – Sign the Application & Release Form

Send signed forms to: Janda Bain, Commercial Leasing Consultant, at janda.bain@cfcpproperties.com.

STEP 2 – Sign the Lease Agreement & Pay Your Security Deposit

Once your application has been processed you will receive your Lease Agreement via email. Please read it carefully, then sign and return it to Janda Bain at janda.bain@cfcpproperties.com.

Please note that your signature does not require a notary. If you are unable to return your Lease Agreement via email you may mail or deliver it to the attention of Janda Bain, CFC Properties, 320 West Eighth Street, Suite 200, Bloomington, Indiana 47404 (the CFC Business Plaza at Showers).

Please be sure to include the following with your signed Lease Agreement:

- Security Deposit
- Certificate of Liability Insurance
- Tenant Contact Information Form
- Signage Form

STEP 3 – Scheduling

Beginning on your lease start date, you may schedule phone and data installation, furniture moving, and other needed services. If you plan to move furniture in an elevator, please call the CFC Maintenance Department, at least one business day in advance, at 812.339.0053 to request elevator padding.

STEP 4 – Move-In Inspection

We will schedule a move-in inspection with you for your lease start date. This gives us the chance to walk through the property with you and mutually agree on the condition of the property upon your arrival as the Tenant.

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- LEASING APPLICATION -

Business Name: _____

Type/Description of Business: _____

Years in Business: _____ Years at Last Property: _____

Tax ID# (if applicable): _____

Principal Owners or Officers:

First, Last Name & Middle Initial	Title	Address	Telephone
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Business Address: _____

Business Telephone: _____ Email Address: _____

Trade References:

Name	Email Address	Telephone
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Desired Move-In Date: _____

Must occur Monday - Friday

This application is incorporated into and becomes a part of the lease agreement.

Authorized Signature: _____ Title: _____

Date of Birth: _____ Date: _____

www.cfcproperties.com

812.332.0053



CFC PROPERTIES

– RELEASE FORM –

I hereby authorize CFC Properties to obtain consumer reports, and any other information it deems necessary, for the purpose of evaluating my application.

I understand that such information may include, but not be limited to; credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information.

I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension

or collection with respect to or in connection with the rental or lease of a property for which application was made.

I hereby release CFC Properties and any procurer or furnisher of information from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state and/or federal government agencies, including, without limitation, various enforcement agencies.

Authorized Signature

Date