

# Courtney Leasing, Inc.

## Leasing Application

8126 Benrus St., Orlando, FL 32827

(407)438-0083/(407)438-0052 FAX

[www.courtneyleasing.com](http://www.courtneyleasing.com)

### Checklist for Initial Application:

- 1 Leasing Application
  - a Business Questionnaire \_\_\_\_\_
  - b Business Credit Investigation Authorization \_\_\_\_\_
  - c Owner Questionnaire (*one per owner*) \_\_\_\_\_
  
- 2 Financial Statements
  - a Current Business Financial Statements \_\_\_\_\_
  - b Prior Fiscal Year Business Financial Statements \_\_\_\_\_
  - c Current Personal Financial Statements (*one per owner*) \_\_\_\_\_
  
- 3 Tax Returns
  - a US Business Income Tax Returns for the past two years \_\_\_\_\_
  - b US Owner Income Tax Returns for the past two years (*per owner*) \_\_\_\_\_
  
- 4 Articles of Incorporation or similar formation documents \_\_\_\_\_
  
- 5 Copy of Current Driver's License (*one per owner and guarantor*) \_\_\_\_\_
  
- 6 Business Plan (*if available*) \_\_\_\_\_
  
- 7 Copy of current insurance certificate and policy \* \_\_\_\_\_

### Checklist for Approved Lessees:

- 1 Copy of occupational license \_\_\_\_\_
  
- 2 Copy of sales tax exemption certificate \_\_\_\_\_
  
- 3 If a Dealer, Copy of Dealer's License \_\_\_\_\_

\* **Before cars are ordered / delivered, lessee must provide insurance binder listing Courtney Leasing, Inc. as additional insured and loss payee.**

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### Business Questionnaire

Business Name:	_____	Date Established:	_____
DBA:	_____	EIN:	_____
Address:	_____	City/ZIP:	_____
State:	_____	Website Address:	_____
Phone #:	_____	FAX #:	_____

#### BUSINESS ENTITY OFFICERS, PARTNERS AND/OR OWNERS

Name:	_____	Officer Title:	_____	Ownership%:	_____
Name:	_____	Officer Title:	_____	Ownership%:	_____
Name:	_____	Officer Title:	_____	Ownership%:	_____
Name:	_____	Officer Title:	_____	Ownership%:	_____
<i>All owners must be listed</i>					
				Total Ownership%:	100.00%

#### BUSINESS ENTITY STRUCTURE (pick one):

Corporation	_____	Limited Liability Co	_____	Partnership	_____
Sole Proprietorship	_____	Other(please specify)	_____		

#### TRADE REFERENCES

Business Name:	_____	Contact:	_____
Address:	_____	City:	_____
State:	_____	Zip:	_____
Phone:	_____	FAX:	_____
Business Name:	_____	Contact:	_____
Address:	_____	City:	_____
State:	_____	Zip:	_____
Phone:	_____	FAX:	_____

#### BANK REFERENCE

Bank Name:	_____	Contact:	_____
Address:	_____	City:	_____
State:	_____	Zip:	_____
Phone:	_____	Acct.#:	_____

#### FINANCE SOURCES

Financial Institution:	_____	Contact:	_____
Phone:	_____	Limit / Balance:	_____
Financial Institution:	_____	Contact:	_____
Phone:	_____	Limit / Balance:	_____
Financial Institution:	_____	Contact:	_____
Phone:	_____	Limit / Balance:	_____

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### Business Questionnaire (continued)

1) How long has this business been open (in years)? \_\_\_\_\_

2) How many locations does this business operate? \_\_\_\_\_ If more than one, list address and length of time at each:

_____	_____
_____	_____
_____	_____
_____	_____

3) List any franchise affiliations, current or prior. \_\_\_\_\_  
\_\_\_\_\_

4) Has the business purchased or sold vehicles at auction? If yes, list auctions used. If not, explain how the business acquired and disposed of vehicles historically.

\_\_\_\_\_  
\_\_\_\_\_

5) Fleet (Current):

a) Number of vehicles in your fleet? \_\_\_\_\_

b) Peak fleet size? \_\_\_\_\_

c) Average age of your fleet? \_\_\_\_\_

d) Fleet composition (number or %)?

Economy	_____	Pick-up Trucks	_____
Midsize	_____	Vans	_____
Full Size	_____	SUVS	_____
Luxury	_____	Other	_____

e) Source of revenue (assign % to each category)?

Business \_\_\_\_\_ Insurance \_\_\_\_\_ Leisure \_\_\_\_\_ Other \_\_\_\_\_

f) Average fleet utilization percentage for the last 12 months? \_\_\_\_\_

g) Average revenue per month per vehicle for the past 12 months? \_\_\_\_\_

6) Fleet (Projections):

a) How many vehicles will the current or projected business support? \_\_\_\_\_

b) How many vehicles does the business need to lease from Courtney Leasing? In what mix?

Economy	_____	Pick-up Trucks	_____
Midsize	_____	Vans	_____
Full Size	_____	SUVS	_____
Luxury	_____	Other	_____

7) Has the business or any related businesses filed for bankruptcy in the past 7 years? If yes, please explain below:

\_\_\_\_\_

**The following items must be presented along with this application:**

a. Last two US Business Tax Returns (ex Form 1120S).

b. Current Business Financial Statements.

c. Articles of Incorporation or similar formation documents.

d. Prior Fiscal Year Business Financial Statements.

***Courtney Leasing, Inc.***

***Leasing Application***

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**Business Credit Investigation Authorization:**

The undersigned hereby authorizes Courtney Leasing, Inc. to conduct a credit investigation of \_\_\_\_\_ (name of company) using the information provided on the company's credit application for purposes relating to the company's desire to lease vehicles from Courtney Leasing, Inc. The undersigned authorizes Courtney Leasing, Inc. to make whatever inquiries it deems necessary, including background and credit bureau checks, in connection with the Company's application or in the review or collection of any credit extended in reliance on this application without recourse to Courtney Leasing, Inc.

Signature of Authorized Representative

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Printed Name:

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Date:

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Title:

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### Owner Questionnaire (one per owner)

Name: _____	Phone: _____
Home Address: _____	Email: _____
City: _____	State/ZIP: _____
Date of Birth: _____	Title: _____
How long at present address (in years)? _____	S.S.#: _____
If less than 1 year, previous address: _____	
City: _____	State/ZIP: _____
Spouse's Name: _____	Title: _____
Date of Birth: _____	S.S.#: _____

### PERSONAL REFERENCES

Name: _____	Phone: _____
Address: _____	City: _____
State: _____	Zip: _____
Name: _____	Phone: _____
Address: _____	City: _____
State: _____	Zip: _____

### PERSONAL BANK REFERENCES

Bank Name: _____	Contact: _____
Address: _____	City: _____
State: _____	Zip: _____
Phone: _____	Acct.#: _____

The undersigned certify that the statements made in this application are true and correct and made by me in order to induce Courtney Leasing, Inc., or its assigns, to grant credit to me and/or my company. I authorize Courtney Leasing, Inc. to investigate and/or contact the reference(s) herein without recourse to Courtney Leasing, Inc. or the reference(s) provided herein. I authorize Courtney Leasing, Inc. to obtain a credit bureau on me. I authorize any person to whom this application is delivered to release to third parties information relating to transactions involving me and/or my company.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Spouse): \_\_\_\_\_ Date: \_\_\_\_\_

**Each owner must present the following along with this application:**

1. Last two years US Individual Income Tax Return.
2. Current Personal Financial Statement.

**PERSONAL FINANCIAL STATEMENT (one per owner)**

To: Courtney Leasing, Inc.

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone #: \_\_\_\_\_

The following is a statement of my assets and liabilities as of: \_\_\_\_\_

*Note: A personal financial statement submitted to a financial institution in the last 3 months can be substituted for the form below. If substituting, please sign page 2 of this personal financial statement form and attach the substituted form to the application.*

Assets		Dollars	Liabilities and Net Worth		Dollars
Cash	Savings Accts		Accounts Payable	Credit Cards	
	Checking Accts			Other	
Receivables (Schedule A)	Accounts, Loans & Notes Rec		Unsecured Loans	From Banks	
				From Individuals	
Tradable Stocks & Bonds (Schedule B)	Stocks & Bonds		Secured Loans (Schedule E)	From Banks	
Other Investments (Schedule C)	Rental Company			From Individuals	
	Other Closely-Held Companies			Other	
Real Estate (Schedule D)	Real Estate - Primary Residence		Real Estate Loans (Schedule D)	Mortgages, Contract for Deed, Etc	
	Real Estate - Other				
Other Assets (Itemize)	Cash Value of Life Insurance		Other Payables (Itemize)	Owed to Life Insurance	
	IRA/401k/Pension/Prof Sharing			Owed to Retirement Account	
	Home Furnishings		Total Liabilities		\$0
	Cars, Trucks, etc.		Net Worth		\$0
	Other		Total Liabilities & Net Worth		\$0
Total Assets		\$0			\$0

Sources of Income For Year-Ended		/ /	Personal Information		
Gross Salary/Drawings			Are any assets pledged? (If yes and not explained on second page, attach explanation.)		
Interest & Dividends			Are you a defendant in any suit or legal action? (If yes, explain.)		
Real Estate Income			Do you have a will? (If yes, name executor.)		
Other (Alimony, Gambling, Pension, etc)			Have you ever filed for personal bankruptcy protection? (If yes, explain.)		
<b>Gross Annual Income</b>	\$0				
Total Fixed Payments					
<b>Net Disposable Income</b>	\$0				
<b>Identification of Contingent Liabilities</b>			<b>Personal Savings/Checking/Other Information</b>		
As Endorser or Co-Maker or Guarantor?			Name of Bank	Account Type	Balance
On Leases or Contracts?					
Legal Claims?					
Other?					
<b>Total Contingent Liabilities</b>	\$0				

**PERSONAL FINANCIAL STATEMENT (continued)**

**Schedule A - Receivables**

Receivable From	Original Amount	Origination Date	Maturity Date	Repayment Terms		Secured Property (if any)	Current Balance
				Pmt Frequency	Amount		

**Schedule B - Tradeable Stocks & Bonds**

Number of Shares or Face Value (Bonds)	Description	Brokerage Account#	Registered to/ In the name of	If pledged, to Whom	Margin Acct Current Balance	Market Value

**Schedule C - Other Investments**

Name of Business	Address of Business	Line of Business	Percentage Owned (%)	Position in the Business	Net Worth of Business

**Schedule D - Real Estate**

Address & Description	Titled in Name of	Date Acquired	Market Value	Mortgage Holder	Monthly Payment Amt	Mortgage Balance

**Schedule E - Secured Loans**

Lender	Original Amount	Origination Date	Maturity Date	Reason for Obligation	Secured Property	Mthly Payment Amt	Loan Balance

Are any assets pledged? If so, please explain: \_\_\_\_\_

**IF A JOINT STATEMENT, BOTH SIGNATURES ARE REQUIRED**

The undersigned certify that the statements made on this Personal Financial Statement are true and correct to the best of the undersigned's knowledge and belief and made in order to induce Courtney Leasing, Inc., or its assigns, to grant credit to me and/or my company. The undersigned authorizes Courtney Leasing, Inc. to make whatever inquiries it deems necessary, including background and credit bureau checks, in connection with the undersigned's application or in the review or collection of any credit extended in reliance on this application without recourse to Courtney Leasing, Inc.

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Spouse