

Madison Executive Suites

c/o Sand to Sea Properties, Inc.

27247 Madison Ave., Ste 400
Temecula, CA 92590

Thank you for considering Madison Executive Suites (MES) as the home for your business. MES is Temecula's premier commercial location for professionals. Each individual suite includes access to the conference room, break room, copy room, ample parking, and a receptionist area that is staffed Monday through Friday from 9:00 a.m. to 5:00 p.m. Tenants have access to the building 24/7. Utilities are also included. Tenants provide their own wi-fi and phone services.

If you would like to apply to rent a suite, please provide the following 4 items:

1. Attached application, completed **NEATLY AND LEGIBLY**;
2. Photocopy of your Driver's License or other photo identification;
3. Current financial statement (P&L) and / or bank statement; and
4. Most recent year's tax return.

FULLY COMPLETED APPLICATIONS with supporting documentation may be submitted as follows:

1. Directly to the receptionist;
2. Via U.S. mail to the address in the letterhead;
3. Via FAX to 951-587-4160; or
4. Via E-mail to Frank@sand2sea.us

If you have questions, please call Frank Delzompo at 951-326-7330 or ask the receptionist!



CREDIT AND BACKGROUND INFORMATION AIR COMMERCIAL REAL ESTATE ASSOCIATION

BUSINESS INFORMATION

FULL LEGAL COMPANY NAME: _____

Business License #: _____ City: _____

DBA: _____ Fed Employ. ID#: _____

Date Fictitious Bus. Name filed: _____

Bus. Address: _____

Tel#: _____

Years in this Location: _____ # of Stores _____ Where: _____

If a Corporation, State of Inc.: _____ Name and Address of Agent for Service: _____

If a Partnership, Name and Address of General Partners: _____

Name and Address of Limited Partners (if any): _____

If a Limited Liability Company, Name and Address of Members: _____

If Individuals, Name and Address: _____

Years in Bus.: _____ Person to contact _____

Nature of Bus: _____

PLEASE LIST ALL BANK(S): (Business & Personal)

Name of Bank: _____ Branch: _____ Tel#: _____

Account Name: _____ Account #: _____ Personal: Bus.

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Account Name: _____ Account #: _____ Personal: Bus.

TRADE REFERENCES, BUSINESS (if none, Personal)

Current Landlord's Name: _____ Tel#: _____

Address: _____ How long as tenant _____

Insurance Agency: _____ Tel#: _____

Address: _____ Agent: _____

Other reference: _____ Tel#: _____

Address: _____

Comments: _____

Other reference: _____ Tel#: _____

Address: _____

Comments: _____

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____
Address: _____
Previous Address (if less than 2 years): _____
Date of Birth: _____ Driver's Lic. (# and state): _____
Employer: _____ Tel # _____
Employer's Address: _____
Occupation: _____ Social Security #: _____
Monthly Income: _____
YOUR EMAIL: _____

~~SPOUSE'S INFORMATION~~

~~Name: Last: _____ First: _____ Middle: _____
Address: _____
Previous Address (if less than 2 years): _____
Date of Birth: _____ Driver's Lic. (# and state): _____
Employer: _____ Tel # _____
Employer's Address: _____
Occupation: _____ Social Security #: _____
Monthly Income: _____~~

HAVE YOU EVER FILED FOR BANKRUPTCY?

Business: Yes No , When: _____ State filed: _____ Chpt: _____
Personal: Yes No , When: _____ State filed: _____ Chpt: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? If so, when: _____
What felony: _____

~~MORTGAGE HOLDER:~~

~~Personal: _____ Acct#: _____ Tel#: _____
Address: _____ Contact: _____~~

~~MORTGAGE HOLDER:~~

~~Business: _____ Acct#: _____ Tel#: _____
Address: _____ Contact: _____~~

PLEASE ATTACH A CURRENT FINANCIAL STATEMENT AND COPIES OF FEDERAL TAX RETURNS FOR THE LAST 3 YEARS FOR EITHER THE BUSINESS OR YOURSELF (whichever is going to be shown as 'Lessee' in the lease).

IN CASE OF EMERGENCY PLEASE CONTACT:

Name: _____ Tel#: _____
Address: _____

INFORMATION CONCERNING EXISTING LOCATION:

What is the size of the facility/office that this new space will replace? _____ What is the monthly rent for the space that is being replaced?
\$ _____ What is the reason for acquiring the new space? _____

I HEREBY GIVE PERMISSION FOR THE INDIVIDUALS AND BUSINESS LISTED ABOVE AS REFERENCES TO PROVIDE FINANCIAL AND CREDIT INFORMATION TO MY PROSPECTIVE LESSOR, HIS MANAGER AND/OR HIS BROKER. I ALSO HEREBY AUTHORIZE THE OWNER AND HIS/HER REPRESENTATIVES TO PERFORM A CREDIT CHECK ON MYSELF AND/OR MY COMPANY.

THE REPRESENTATIONS OF FACT CONTAINED IN THIS APPLICATION ARE CONSIDERED PART OF THE LEASE AND ARE TRUE AND CORRECT. IF ANY INFORMATION HEREIN CONTAINED IS DISCOVERED TO BE FALSE OR MISLEADING, THE LEASE MADE ON THE STRENGTH OF THIS APPLICATION MAY, AT THE OPTION OF THE LESSOR, BE TERMINATED AT ANY TIME. IN ADDITION, THE LESSOR IS HEREBY GRANTED PERMISSION TO VERIFY ALL CREDIT/PERSONAL INFORMATION AND TO OBTAIN ANY CREDIT REPORTS IT DEEMS NECESSARY.

By Lessee:

Executed at: _____

On: _____

DESIRED
SUITE # _____

* By: X _____ DATE _____
Name Printed: _____
Title: _____

By: _____

Name Printed: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

Federal ID No. _____

NOTICE: These forms are often modified to meet changing requirements of law and industry needs. Always write or call to make sure you are utilizing the most current form: AIR Commercial Real Estate Association, 500 N Brand Blvd, Suite 900, Glendale, CA 91203. Telephone No. (213) 687-8777. Fax No.: (213) 687-8616.

Welcome to Madison Executive Suites!

We are glad you have chosen Madison for your business location. Here is some information that should help your move-in go more smoothly.

Telephone Service

- For your telephone service, you will need to contact ^{FRONTIER} ~~Verizon~~-Business @ 1(800) ⁸⁰¹⁻⁶⁶⁵² ~~483-5000~~. If you intend to be connected to our switchboard, please make sure that you tell them you do **NOT** want their voicemail activated, as it interferes with ours.
- If you are connecting into our switchboard, you will need to call Temecula Valley Communications at (951) 677-4422 to tell them your hook-up date and arrange for them to come out and get you into the system. Please do not use any other telephone service contractors besides Verizon or TVC.
- For basic services, you will need three lines: two for voice and one for a fax. We recommend that you call TVC and ask their advice *before* you set up your service if you want anything besides the basics. Mention anything that may require special setup time, such as call forwarding. This will save time and money. Please remember that we provide your equipment, but you are responsible for set-up fees, service calls, and monthly costs; this means you should ask for an estimate of charges before you schedule your service. Additionally, when you move out, you will be required to leave any Samsung equipment owned by Madison Executive Suites (MES).
- For multi-party conference calls, we suggest you check into the services offered by third party providers; some are free of charge.

Odds and Ends

- **Receptionist Services** -- Our policy is to greet visitors and announce them to you if you are on our switchboard. This prevents people from wandering our halls. For callers, we find out their name and ask you if you want to take the call. If you are not in, we either answer or let your voicemail or call forward take it.
- **Conference rooms** -- are reserved on a first come, first serve basis. Please let us know if you do NOT need one after you have reserved one, as someone else may need it.
- **Rent** -- There is a small box located on the wall of the copy room for your rent. You do not need to place it in an envelope. If you prefer, you can hand it to the receptionist. If you turn it in later than the fifth of the month, please include the late fee and hand it directly to the receptionist so we know that you have paid.
- **Copier** -- You will need an access code, so stop by the desk and we can set one up for you.
- **Break room** -- Make yourself at home, but please clean up after yourself. We reserve the right to toss out questionable items from the refrigerator and freezer. We have a limited amount of space, so be courteous when stocking the fridge and cabinets.
- **Noise** -- Please keep your visitors, radio and phone conversations quiet because the hallways carry sound throughout the building.
- **Janitorial** -- If you have concerns about the service, please speak to the receptionist.

Above all, we work hard to keep Madison Executive Suites the most professional office environment possible so that your business will prosper and grow.

