

LBCF PROPERTIES FOUNDATION

NONPROFIT CENTER LEASE APPLICATION

NONPROFIT ORGANIZATION NAME _____

CONTACT NAME _____

TITLE _____

PHONE # _____ NONPROFIT TAX ID # _____ - _____

FAX # _____ EMAIL _____

EXECUTIVE DIRECTOR/CEO OF ORGANIZATION (IF DIFFERENT FROM ABOVE)

NAME _____ TITLE _____

PHONE # _____

PRESENT ADDRESS _____

DESIRED MOVE IN DATE ____/____/____ TOTAL DESIRED SQUARE FOOTAGE _____ # OF OFFICES _____

REASON FOR MOVING _____

ORGANIZATION MISSION STATEMENT _____

PROFESSIONAL REFERENCES:

NAME _____ PHONE # _____

OCCUPATION _____ YEARS KNOWN _____

NAME _____ PHONE # _____

OCCUPATION _____ YEARS KNOWN _____

IN CASE OF EMERGENCY NOTIFY:

NAME _____ CELL_PHONE # _____

ADDRESS _____ WORK PHONE # _____

REQUIRED WITH THIS APPLICATION:

ORGANIZATIONAL CLEARANCE CERTIFICATE (OCC) # _____

Please be advised that an Organizational Clearance Certificate requires the completion of form BOE 277 AND the following:

☐ **FORMATIVE DOCUMENTS**

Copy of the articles of incorporation and each amendment, if any, certified by the Secretary of State.

☐ **TAX-EXEMPT STATUS LETTER**

Copy of letter(s) evidencing exemption from federal income tax (section 501(c)(3) of the Internal Revenue Code), and/or a copy of the letter evidencing exemption from state franchise or income tax (section 23701d of the Revenue and Taxation Code.)

☐ **FINANCIAL STATEMENTS**

Copy of current operating statement (income and expenses), balance sheet (assets and liabilities), and notes to financial statements for the calendar or fiscal year.

☐ **ACTIVITIES**

Documentation supporting/describing the activities of your organization.

APPLICANT REPRESENTS THAT ALL OF THE ABOVE INFORMATION IS TRUE AND CORRECT AND HEREBY AUTHORIZES VERIFICATION OF THE ABOVE ITEMS INCLUDING, BUT NOT LIMITED TO, OBTAINING A CREDIT REPORT.

SIGNATURE _____ DATE ____/____/____

SUBMIT THIS APPLICATION TO:

**LBCF PROPERTIES FOUNDATION, ATTN: TARA SIEVERS, 400 OCEANGATE, SUITE 800, LONG BEACH, CA 90802 OR
TARA@LONGBEACHCF.ORG**

QUESTIONS? CALL 562-435-9033