



Billing Address: P. O. Box 571255  
Houston, TX 77257-1255  
Tele: 713-780-7230  
Fax: 713-977-3769

## Corporate Credit Application & Letter of Guarantee

(Date to client: 20 April 2010)

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Corporation: \_\_\_\_\_ Self Owned: \_\_\_\_\_ Limited Liability Corp: \_\_\_\_\_

Limited Partnership: \_\_\_\_\_ General Partnership: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Dun and Bradstreet Number: \_\_\_\_\_

Bank: \_\_\_\_\_ Account No.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Officer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Credit References: Company Name, Address, plus **Phone and Fax Number**:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

NOTE: For all new clients there is a 2 day (at least) approval period. The invoice for the first reservation for all new accounts is due prior to move in.

The undersigned hereby declares that the representations of fact contained in this application are considered part of lease agreement(s) with Murphy's and are true and correct. Misrepresentations or inaccuracies, at the option of Murphy's Corporate Lodging, Inc., may render agreement(s) null and void. Applicant authorizes Murphy's to verify any of the above including use of credit agencies. Applicant warrants that appropriate background checks have been conducted on employees and guests staying in Murphy's apartments. If credit references are not provided, a complete and thorough Company Financial Statement must be provided upon request.

Signed by (Authorized Representative):

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Name (Printed):

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Title: \_\_\_\_\_

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

**INVOICING INFORMATION**

**Invoice/Billing Address:** \_\_\_\_\_

\_\_\_\_\_  
**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Accounts Payable Contact:** \_\_\_\_\_

**AP Phone Number:** \_\_\_\_\_

**AP Fax Number:** \_\_\_\_\_

**AP Email:** \_\_\_\_\_

**Invoicing Preference (Please check one):**

\_\_\_\_ US Mail **ONLY**

\_\_\_\_ Email **ONLY**

\_\_\_\_ US Mail **AND** Email

**\*\*\*\* The first invoice shall be for 30 days and is due prior to move in date. The second invoice shall be prepared about the 15<sup>th</sup> and will be for a pro-rated rental amount (plus extras or other services provided) to allow for calendar month invoicing in subsequent invoices. Except for the initial invoice, all invoices are due and payable on the first; payments not received by the tenth (10<sup>th</sup>) day of the month are subject to a one time late fee of \$50.00 per invoice plus accrued interest at the rate of 1.5% per month, or the maximum allowable by law. Payments may be made via check, wire transfer, money order, cashiers check, etc. but we do not accept cash. \*\*\*\***

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**OFFICE USE ONLY**

**Corporate Client Code:** \_\_\_\_\_

**References Checked:** 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Approved:** \_\_\_\_\_

**Date:** \_\_\_\_\_