



**Step One:** Calculate a monthly lease payment, using the calculator on [www.traneleasing.com](http://www.traneleasing.com), or if a municipal entity, contact Trane Leasing services, (800) 724-6026 before quoting a rate.



**Step Two:** Present a monthly payment option with all job proposals. If the lessee requires special structuring, or has questions, contact TLS. We will provide you an answer, or follow-up directly with the customer.



**Step Three:** A completed Lease credit application is needed if the customer wishes to pursue a lease. This form is available on our leasing website, downloads/literature selection. There is a Contractor's Profile form required, and available at the same location, for those dealers using the program for the first time.



**Step Four:** A third party leasing company reviews the customer's information. TLS can usually respond with a decision within 24 hours if the request is \$75,000 or less, and within 72 hours if the transaction is greater than \$75,000.



**Step Five:** Documents are sent to the customer from an approving lender. All documents need to be properly completed by the Lessee, and returned to the lender. **The lender will issue a Purchase Order to a contractor when documentation, and advance payments are confirmed as complete.**

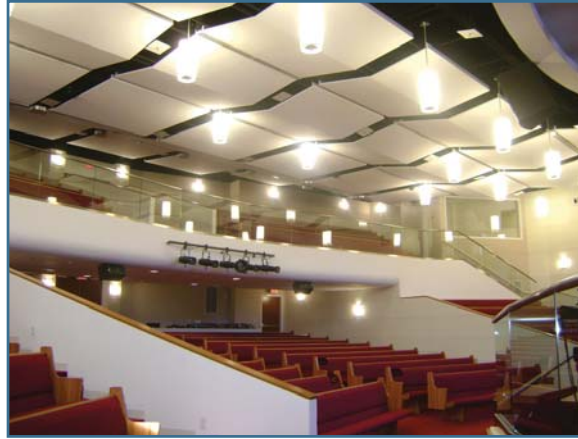


**Step Six:** With completion of the steps above, an invoice is submitted to the lender. This will be by fax, mail, or a combination of both. After review, the leasing company will call the Lessee for verbal, or written verification of job completion.



**Step Seven:** Funding occurs after confirmation of job completion. Funding is from the third party lender, and usually within 24 hours.

Source: Seven Steps Provided by Trane



**AFFILIATIONS: (Partial Listing)**

State & City MBE Certifications  
 (ACCA) Air Conditioning Contractors of America  
 Dunn & Bradstreet, Blue Book, Service Magic  
 (HBA) Harlem Business Alliance  
 (JBRC) Jamaica Business Recourse Center  
 (JCC) Jamaica Chambers of Commerce  
 (NYSMCA) New York State Minority Contractor Association

**CLIENTS: (Partial Listing)**

Barnard College  
 Bank Street College  
 Columbia University  
 DASNY  
 Department of Homeless Services  
 Holiday Inn  
 Ideal Construction  
 John Jay College  
 (MTA) Metropolitan Transit Authority  
 (NYCHA) New York City Housing Authority  
 (SCA) New York School Construction Authority  
 Teachers College  
 Volunteers of America  
 Salvation Army

# THE SEVEN STEPS TO A SUCCESSFUL LEASE

## COMMERCIAL FINANCING OPTIONS



**FIRST CHOICE**  
 MECHANICAL INC.

Tel: 718-481-6444 • Fax 718-481-8580

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

[info@firstchoicemech.com](mailto:info@firstchoicemech.com)



Tel:718-481-6444 • Fax 718-481-8580  
www.firstchoicemech.com • info@firstchoicemech.com

Lease Credit Application

Vendor: \_\_\_\_\_ Tel: \_\_\_\_\_ Rep: \_\_\_\_\_

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LESSEE: \_\_\_\_\_ Contact: \_\_\_\_\_

DBA: \_\_\_\_\_ Tel: \_\_\_\_\_

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

City, St, Zip \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

St of Inc.: \_\_\_\_\_ Type of Business: \_\_\_\_\_ Years in business: \_\_\_\_\_

Location of Equipment - Street: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

C-Corp  S-Corp  Prop  Partnership  Ltd Partnership  LLC

PERSONAL INFO ON OFFICERS, PARTNERS AND GUARANTORS

**Officer 1:** \_\_\_\_\_ Title: \_\_\_\_\_ Owner % \_\_\_\_\_

SSN: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Tel: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**Officer 2:** \_\_\_\_\_ Title: \_\_\_\_\_ Owner % \_\_\_\_\_

SSN: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Tel: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

**Officer 2:** \_\_\_\_\_ Title: \_\_\_\_\_ Owner % \_\_\_\_\_

SSN: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Tel: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

BANK AND PRIOR LEASE REFERENCES

**Bank 1:** \_\_\_\_\_ A/C # \_\_\_\_\_ Since: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Bank 1: \_\_\_\_\_ A/C # \_\_\_\_\_ Since: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Lease 1: \_\_\_\_\_ A/C # \_\_\_\_\_ Tel: \_\_\_\_\_

Lease 2: \_\_\_\_\_ A/C # \_\_\_\_\_ Tel: \_\_\_\_\_

TRADE REFERENCES (No "COD" counts please)

Trade 1: \_\_\_\_\_ Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Trade 1: \_\_\_\_\_ Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Trade 1: \_\_\_\_\_ Contact: \_\_\_\_\_ Tel: \_\_\_\_\_

Landlord/Mortgage Holder: \_\_\_\_\_ Contact: \_\_\_\_\_

Tel: \_\_\_\_\_

EQUIPMENT DETAILS

Cost: \$ \_\_\_\_\_ (Do not include sales tax) Please attach a copy of the equipment schedule.

Term Requested:  5 years  4 years  3 years  2 years  other \* \_\_\_\_\_

\*7 years Available on Transactions >\$100,000.00

*I certify the information provided herein is correct, that I am empowered to authorize Trane Leasing Services and/or assigns to make whatever inquiries about us deemed necessary to evaluate our credit application, including contacting banks, trade references and reporting agencies, and that individuals herein named are aware of this request. Should application be declined, I understand that I am entitled to receive written confirmation of the reason why within 30 days of the receipt of my written request of same.*

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

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