

Tenant Business & Credit Evaluation Checklist

Prior to negotiating a lease, a thorough tenant credit and business evaluation must be completed for Landlord's review. This information is necessary in order for Landlord to understand the relevant business history and creditworthiness of prospective and existing tenants.

<input checked="" type="checkbox"/>	Personal/Sole Proprietorship
<input type="checkbox"/>	Personal financial statements
<input type="checkbox"/>	Previous two years tax returns
<input type="checkbox"/>	Bank account information (statements preferred)
<input type="checkbox"/>	3-in-1 credit report and authorization to perform credit report (TRW, Equifax, Experian)
<input type="checkbox"/>	Landlord and trade references, if applicable
<input type="checkbox"/>	Business Plan for location under consideration
<input type="checkbox"/>	Existing store(s) sales performance history, if applicable
<input type="checkbox"/>	Cash reserve status and estimated costs to open the store
<input type="checkbox"/>	Business background information for last 10 years

<input checked="" type="checkbox"/>	Corporation
<input type="checkbox"/>	Audited financial statements for the last 2 years (annual/quarterly report; 10K and/or 10Q if public corporation)
<input type="checkbox"/>	Authorization to perform business/credit report (TRW, Dun & Bradstreet)
<input type="checkbox"/>	Year-to-Date financial statements
<input type="checkbox"/>	Bank, landlord and trade references
<input type="checkbox"/>	Business Plan/growth plan for location under consideration (competitive position information, number of stores, store spacing, etc.)
<input type="checkbox"/>	Business background information for last 10 years

Authorization to Perform Credit Check

The applicant hereby consents to and authorizes the Landlord's investigation into the credit worthiness of the Applicant. Such consent and authorization is given with respect to any and all persons who may conduct an investigation of the Applicant's credit worthiness on behalf of the Landlord, including independent contractors and credit agencies retained by Landlord for such purpose.

Applicant grants such consent and authorization to Landlord for the period commencing as of the date of this application and terminating at the date set for the termination of the proposed lease. Applicant acknowledges that Landlord may conduct a credit investigation of Applicant at any time from the date hereof up to the ending date.

This applicant hereby waives any and all claims, past, present or future, which the Applicant may have against the Landlord by reason of any credit investigation made pursuant to Applicant's consent and authorization herein given to the Landlord.

For Individual:

Name: _____ SS #: _____
Address: _____
Signature: _____
Title: _____ Date: _____

For Company:

Company Name: _____
Address: _____
Federal Tax ID # _____ State of Incorporation: _____
Signature: _____
Title: _____ Date: _____

Personal Resume & Financial Statement

To the landlord, its assignees, construction lenders, permanent leaders and purchasers:

For the purpose of inducing the addresses above to lease space or to guarantee a lease, the undersigned furnishes the following as a true and accurate personal resume and financial statement of the undersigned. It is understood that the addressees, in entering into a lease or other agreement, are doing so in reliance upon this resume and financial statement, and in consideration of such the undersigned agree that if any of the representations of the undersigned prove to be untrue, such shall be considered as a default under such lease or agreement.

Personal Information

Legal Name: _____ SS #: _____
Birth Name: _____ DOB: _____ DL #: _____
Spouse's Legal Name: _____
Birth Name: _____ DOB: _____ DL#: _____
Phone: _____ E-Mail: _____ # of Dependents: _____
Current Address: _____

Own or Rent: _____ How Long? _____
Phone: _____ Cell Phone _____
Email Address: _____
Bank & Address: _____

Account #: _____
Bank & Address: _____

Account #: _____

Employment Information

Present Employer: _____ From: _____ To: _____
Address: _____

Phone: _____ Position: _____
Responsibilities: Own and Operate Shopping Centers.
Former Employer: _____ From: _____ To: _____
Address: _____

Phone: _____ Position: _____
 Website: _____
 Responsibilities: _____

Former Employer: _____ From: _____ To: _____
 Address: _____

 Phone: _____ Position: _____
 Website: _____
 Responsibilities: _____

Married Persons: The following financial statement represents: (check one)		
<input type="checkbox"/> Only community property	<input type="checkbox"/> Only separate property	<input type="checkbox"/> Both community and separate property

Financial Statement			
Date of Statement: _____		<i>Please note: List all amounts in dollars, omit cents. Attach a separate sheet if needed.</i>	
Assets	Amount	Liabilities	Amount
Cash in bank		Income taxes payable	
Cash on hand		Other taxes payable	
Securities owner (schedule 1)		Other liabilities	
IRA/Keogh/Pension		Revolving credit (schedule 4)	
Notes receivable including mortgages and Deeds of Trust Owned (schedule 2)		Installment contracts & notes payable to banks (Schedule 5)	
Cash surrender value of life insurance		Loans on life insurance	
Real Estate MV (schedule 3)		Mortgages or liens on real estate (schedule 3)	
Automobiles		Auto Loans (schedule 5)	
Personal Property		Total Liabilities:	
Other Assets-		Net Worth:	
Total Assets:		Grand Total:	

Annual Income	
Employment—applicant	
Spousal	
Dividends & Bonds	
Interest	
Alimony, child support or separate maintenance income (need not be revealed if you do not wish to have it considered as a basis for repaying this obligation)	
Other-Real Estate Income Properties	
Total:	

Annual Expenditures	
Property Tax / Insurance	
Income and other taxes	
Mortgage	
Other contract Payments (Auto Loans)	
Rent	
Insurance	
Alimony, child support / maintenance.	
Living Expense	
Total:	

Contingent Liabilities	
As Endorser	
As Guarantor	
On Damage Claims	
Letters of Credit	
Other (detail)	
Check here if none: <input type="checkbox"/>	
Total:	

General Information		
Are any assets pledged or debts secured except as shown?	Yes ___ <input type="checkbox"/> ___	No ___ <input type="checkbox"/> ___
Have you ever had a repossession?	Yes ___ <input type="checkbox"/> ___	No ___ <input type="checkbox"/> ___
Have you ever had a bankruptcy or had a judgment against you?	Yes ___ <input type="checkbox"/> ___	No ___ <input type="checkbox"/> ___
Have you ever been a principal or guarantor of a firm that declared bankruptcy?	Yes ___ <input type="checkbox"/> ___	No ___ <input type="checkbox"/> ___
Are you party to any claim or suits?	Yes ___ <input type="checkbox"/> ___	No ___ <input type="checkbox"/> ___
Has there been an IRS audit in the past 3 years?	Yes ___ <input type="checkbox"/> ___	No ___ <input type="checkbox"/> ___
If you have answered "Yes" to any of the above questions, then please explain on a separate piece of paper.		

Schedules	
<p>How Held</p> <p>In the space provided, please use the following abbreviations:</p>	<p>A Applicant</p> <p>S Spouse</p> <p>J Jointly with spouse</p> <p>O Jointly with someone other than spouse</p> <p>ASP Applicant's separate property</p> <p>SSP Spouse's separate property</p>

Schedule 1						
How Held	# Shares or Bond Amt	Description	Title In Name Of	Pledged Yes or No	Where Quoted	Present Market Value
Total:						

Schedule 2							
How Held	Name of Debtor	Collateral / Type of Property	Date of Notice	Annual P&I Payment	Due Date	1 st or 2 nd Lien	Unpaid Balance
Total:							

Schedule 3					
How Held	Property Description/Address	% of Ownership	Name & Address of Lenders	Present Loan Balance	Due Date
Total:					

Cost	Date Purchased	Market Value As Of: _____	Equity	Annual Rent Income (1)	Annual P&I Payment (2)	Annual Tax & Ins (3)	All Other Operating Exp. Excl. Depr. (4)	1 minus 2,3,4 = Cash Flow	
Total:								Total:	

Schedule 4 — Revolving Credit				
Creditor's Name	Creditor's Address	Account Number	Monthly Payment	Present Balance
Total:				

Schedule 5 — Installment Contracts, Notes Payable, Auto Loans				
Creditor's Name	Creditor's Address	Account Number	Monthly Payment	Present Balance
Total:				

Signatures

I certify that the information I have provided is true, correct and complete. I authorize you to make whatever inquiries you deem necessary and appropriate for the purpose of evaluating my credit application, including obtaining credit bureau reports and contacting my employer. I also authorize you to provide information about your credit experience with me to other creditors and credit reporting agencies.

Applicant's Signature

Date