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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 the Landlord to understand the relevant business history and creditworthiness of prospective and existing tenants.

✓	**Personal/Sole Proprietorship**
	Personal financial statements
	Previous two (2) years tax returns
	Bank account information (most recent three (3) months of statements preferred)
	Authorization to perform credit report (Experian)
	Landlord and trade references (if applicable)
	Business Plan for location under consideration
	Existing store(s) sales performance history
	Cash reserve status and estimated costs to open the store
	General background information

✓	**Corporation**
	Audited financial statements for the last two (2) years (annual/quarterly report; 10K and/or 10Q if public corporation)
	Authorization to perform business/credit report (Experian and/or Dun & Bradstreet)
	Year-to-date financial statements
	Bank, landlord and trade references
	Business Plan/growth plan for location under consideration (competitive position information, number of stores, store spacing, etc.)
	General background information

PERSONAL RESUME & FINANCIAL STATEMENT

Property of interest (name or address):____

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

Name: ____ SS #: ______________________

Spouse's Name: ____________________________________ SS #: ______________________

Phone: (________) _________________________________ # of Dependents: __________

Current Address: ____

____

Own or Rent: ____________________ How Long? ____________________

Bank & Address: ____

_________________________________ Account #: ____________________

Bank & Address: ____

_________________________________ Account #: ____________________

Employment Information

Present Employer: _________________________________ From __________ To __________

Address: ____

Phone: (________) ____________________ Position: ______________________________

Responsibilities: ____

Previous Employer: ________________________________ From __________ To __________

Address: ____

Phone: (________) ____________________ Position: ______________________________

Responsibilities: ____

Married Persons: The following financial statement represents: (check one)		
____ Only community property	____ Only separate property	____ Both community and separate property

Financial Statement

Date of Statement: ______________________

Please note: List all amounts in dollars, omit cents.
Attach a separate sheet if needed.

Assets	Amount	Liabilities	Amount
Cash in bank		Income taxes payable	
Cash in other institutions (detail)		Other taxes payable	
Securities owner (schedule 1)		Revolving credit (schedule 4)	
IRA/Keogh/Pension		Installment contracts & notes payable to banks and other (schedule 5)	
Notes receivable including mortgages and Deeds of Trust Owned (schedule 2)		Loans on life insurance	
Cash surrender value of life insurance		Mortgages or liens on real estate (schedule 3)	
Real Estate MV (schedule 3)		Other liabilities (detail)	
Other investments (Ltd. Partnerships)			
Automobiles		**Total Liabilities**	
Personal Property		**Net Worth**	
Other Assets (detail)			
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	
Total:	

Annual Expenditures	
Property Tax / Assessments	
Income and other taxes	
Mortgage	
Other contract Payments	
Rent	
Insurance	
Alimony, child support / maintenance	
Other	
Total:	

Contingent Liabilities	
As Endorser	
As Guarantor	
On Damage Claims	
Letters of Credit	
Other (detail)	
Check here if none: ________	
Total:	

General Information

Are any assets pledged or debts secured except as shown?	Yes _______	No _______
Have you ever had a repossession?	Yes _______	No _______
Have you ever had a bankruptcy or had a judgment against you?	Yes _______	No _______
Have you ever been a principal or guarantor of a firm that declared bankruptcy?	Yes _______	No _______
Are you party to any claim or suits?	Yes _______	No _______
Has there been an IRS audit in the past three (3) years?	Yes _______	No _______

If you have answered "Yes" to any of the above questions, then please explain on a *separate* piece of paper.

Schedules

How Held

In the space provided, please use the following abbreviations:

A	Applicant
S	Spouse
J	Jointly with spouse
O	Jointly with someone other than spouse
ASP	Applicant's separate property
SSP	Spouse's separate property

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	1st or 2nd Lien	Unpaid Balance
						Total:	

Schedule 3

How Held	Property Address	% of Ownership	Name & Address of Lenders	Present Loan Balance	Due Date
1.					
2.					
3.					
			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
1.								
2.								
3.								
	Total:						**Total:**	

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

Schedule 5 — Installment Contracts and Notes Payable				
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.

Applicant's Signature Date

Spouse's Signature Date

Please email completed form to Annika Colombi at annika.colombi@cbre.com or Motti Farag at motti.farag@cbre.com.