



PROSPECTIVE TENANT QUESTIONNAIRE

Name: _____

Business Phone: _____ Cell: _____ Home: _____

Are you represented by a Broker? Yes No If Yes, please provide Broker Name/Number: _____

Name of your Business: _____

Please describe the type of business (product or Service): _____

Do you presently operate a similar business or any other business: Yes No If yes, provide the names and addresses of other business locations: _____

Are you going to move your current business or is this an additional location? _____

What are your plans for future expansion? _____

Please provide details regarding how this business will be financed (i.e., 50% bank loan, 50% cash...): _____

Why do you want to open a business in this shopping center? _____

Why did you select the area in which the shopping center is located? _____

Why are you going into business? _____

Why did you select this kind of business? _____





TENANT CREDIT APPLICATION

Please complete and return back to us along with supporting documentation (i.e., bank statements, balance sheets, tax returns).

1. PERSONAL INFORMATION

Name: _____

Date of Birth: _____

Spouse/Co-applicant Name: _____

Spouse/Co-applicant Date of Birth: _____

Home Address: _____

City, State, Zip: _____

Own Rent Years at this address: _____

Home Phone: (_____) _____ Work Phone: (_____) _____

Email Address: _____

Are you or your spouse/co-applicant a party to any past or present legal action? Yes No

Have you or your spouse/co-applicant ever been convicted of a felony? Yes No

Have you, your spouse/co-applicant or your business ever been involved in bankruptcy, insolvency or compromise with creditors? Yes No

If you answered "yes" to any of the above, please explain: _____

2. COMPANY INFORMATION

Individual/Company name: _____

DBA: _____ Current Phone: _____

Is the company a corporation, partnership or sole proprietorship? _____

Federal Tax I.D. #: _____ Date business began: _____

Type of business: _____

Name and address of parent company (if any): _____



3. BUSINESS EXPERIENCE

If not self-employed, but worked for others during the past 5 years, then list employment beginning with the most recent position. Attach resume if available.

<u>Employer</u>	<u>Type of Business</u>	<u>Position</u>		<u>From</u>	<u>to</u>
_____	_____	_____		_____	_____
_____	_____	_____		_____	_____

Spouse/Co-applicant employment during the past 5 years:

_____	<u>From</u>	<u>to</u>	_____
_____	<u>From</u>	<u>to</u>	_____

4. PROFESSIONAL REFERENCES

List previous retail locations and applicable contact persons for the past ten years (use additional sheet if necessary):

<u>Center</u>	<u>Address</u>	<u>Owner/Contact</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. BUSINESS PLAN

Describe your goals for the success of this business. Include hours of operation, number of employees, estimated cost of goods, and advertising budget, etc. Include planned marketing efforts if not addressed on financial plan.

[ATTACH A COMPLETED BUSINESS PLAN]



6. FINANCIAL STATEMENT

ASSETS	Amount in even dollars	LIABILITIES	Amount in even dollars
Cash in following banks (itemize)		Notes payable to banks (itemize)	
		Secured	
		Unsecured	
Stocks and bonds			
U.S. Government Securities			
Savings Bonds		Taxes Payable	
Other Bonds		Income Taxes	
Marketable Stocks		Other Taxes	
Other Stocks		Life Insurance Policy Loans	
Notes Receivable			
Secured by Real Estate		Due on Vehicles	
Secured by other Collateral			
Unsecured			
Professional Accounts Receivable			
Other Collectible Amounts		Debt on Real Estate	
Cash Surrender Value		Homestead	
Life Insurance		Other residential or commercial	
Auto-year, model & make (current value)			
Real Estate		Other Liabilities (itemize/describe)	
Homestead			
Other residential or commercial			
Other Assets (itemize/describe)			
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL ASSETS		TOTAL LIABILITIES AND NET WORTH	



ANALYSIS OF BUSINESS CAPITAL				
	<u>Amount</u>	<u>Description</u>	<u>Additional Financing Sources Anticipated</u>	
Cash Available				
Other liquid assets				
Partnership investment				
Accounts Receivable				
Merchandise			<u>Assets Available to Secure Additional Financing</u>	
Real estate equity				
Fixtures, Machinery				
Other liquid assets				
Total Capital				

*This information is furnished to Landlord as a basis for credit relating to this application. If this condensed statement is not adequate, please complete and attach a copy of an audited financial statement. Documentation of assets is required.

Annual Sources of Income			Contingent Liabilities	
			Do you have any contingent liabilities?	
Salary, bonus or commissions	\$		<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate below	
Dividends				
Real Estate Income			As endorser, co-maker, or guarantor	\$
Other Income (describe)			On Leases or contracts	
			Legal claims	
			Other special debt	
Total	\$		Amount of contested tax liens	

The above information is freely given and represents a true and correct representation of my financial condition. If necessary a credit report may be obtained or other information as necessary on the individuals named in the application.

Signature of Applicant _____

Date _____

Signature of Spouse/Co-applicant _____

Date _____

