

NEW TENANT INFORMATION FORMS

PURPOSE

Prospective tenants must complete the following forms in order to be considered further for inclusion in the center.

The purpose of this package is to determine the financial strength of the people proposing to operate a business at the selected location. This process is essentially the same as providing financial information for the purchase of a house or car.

METHODOLOGY

A lease may be entered into in the name of a corporation, however the individuals involved in the corporation must sign personally guaranteeing that all of the terms and conditions (both monetary and non-monetary) of the lease will be fulfilled. Where the principal(s) is(are) married, both husband and wife must sign the guarantee.

In a situation where the assets of the individuals involved are not considered sufficient, in the owners sole discretion, someone else (parents perhaps) may be considered as guarantors of the lease. If this is the case, all of the same information will be required of them as well.

The entire package is to be completed in full, including signatures where indicated. Send, or fax, all information back to the address/number on this letterhead. Do not fax information directly to Landlord Protect.

Also, you must include a recent resume of your experience in the business contemplated. If you have other locations, list where they are and how long at that location.

Once all of the data provided has been examined, you will be informed of our decision. If favorable, negotiations can begin that would hopefully conclude in a fully executed lease on the desired space.

Landlord Protect, Inc.

Landlord/Tenant Court Screening Service

Name _____
Last First MI

Social Security # _____ Date of Birth _____

Present Address _____
No. Street City Zip

How long have you lived at this address? _____

Phone # _____ E-mail Address _____

Former Address _____
No. Street City Zip

How long did you live at this address? _____

I hereby grant R.J. Waters & Associates, Inc, and its designee, Landlord Protect, a credit reporting agency, the right to process this credit application for the purpose of obtaining and/or maintaining, now or in the future, a rental lease. In compliance with the FAIR CREDIT REPORTING ACT, this notice is to inform you that the processing of this application includes but is not limited to making inquiries deemed necessary to verify the accuracy of the information herein, including procuring consumer reports from consumer reporting agencies, obtaining credit information from other credit institutions and criminal background checks from appropriate law enforcement agencies. You may have the right to make a written request within a reasonable period of time to receive additional information about the nature of this investigation. The undersigned agrees that this application shall remain the property of R.J. Waters & Associates, Inc., regardless if the rental lease is granted.

Applicant Signature

NEW TENANT INFORMATION

Please complete all that applies:

1. Type of business (check one)

_____ Sole Proprietorship _____ Partnership
_____ Incorporated Business _____ LLC

2. If a Corporation:

Name _____
State of Incorporation _____
Tax ID Number _____
Address _____

List all Corporate Officers and their titles:

List all Guarantors (Husband & Wife in all instances)

Name _____ SS# _____
Date of Birth _____ Home Phone _____
E-mail Address _____
Cell Phone _____ Business Phone _____
Home Address _____

Spouse's Name _____
Spouse's Date of Birth _____ SS# _____

Please list any additional Guarantors on a separate sheet and attach

3. If a Partnership, Sole Proprietor or LLC:

Principal Parties Involved

a. Name _____ SS# _____

Date of Birth _____ Home Phone _____

E-mail Address _____

Cell Phone _____ Business Phone _____

Home Address _____

Spouse's Name _____

Spouse's Date of Birth _____ SS# _____

b. Name _____ SS# _____

Date of Birth _____ Home Phone _____

E-mail Address _____

Cell Phone _____ Business Phone _____

Home Address _____

Spouse's Name _____

Spouse's Date of Birth _____ SS# _____

Please list any additional principals on a separate sheet and attach.

4. Marketing Plan and Resume of your experience in the contemplated business

Attached _____ Not Attached _____

If not attached, state reason why _____

5. Other Business Locations:

Location _____

Size _____ Years in Business _____

Annual Sales for the last 2 Years _____

Location _____

Size _____ Years in Business _____

Annual Sales for the last 2 Years _____

6. Bankruptcy

a. Have you ever filed for bankruptcy for any business with which you were involved?

Yes _____ No _____

b. Have you ever filed for personal bankruptcy?

Yes _____ No _____

7. Drivers License

You MUST attach a copy of the Driver's License for all principal parties involved.

8. The undersigned hereby attests to the accuracy of the above, which is a true and correct representation:

Signature

Signature

R.J. Waters & Associates, Inc.

NEW TENANT PERSONAL FINANCIAL INFORMATION

Name: _____ Business Phone #: _____
 Address: _____ Home Phone #: _____

For the purpose of causing you to lease space to me or to grant credit to me from time to time, either directly or indirectly, or to persons, firms, or corporations for whom I may be an endorser or guarantor, I submit the following statement of my financial condition as of the _____ day of _____
 I agree that if any change occurs which materially reduces my means or ability to pay any obligation I will give you prompt written notification so long as I am not indebted to you in any way at the time of such change. So long as I am indebted to you, or whenever I apply for credit, either directly or indirectly you may rely upon this statement as a continuing statement of my financial standing until you are given written notification of such a change.

ASSETS	INDIVIDUAL	LIABILITIES	INDIVIDUAL
Cash on hand & in banks (checking)	_____	Notes payable – See schedule D	_____
Cash in Money Market	_____	Banks – secured	_____
CD's & Savings	_____	Banks – unsecured	_____
U.S. Gov't securities – See schedule A	_____	Chattel Mtgs, Liens	_____
Listed securities – See schedule A	_____	Others	_____
Unlisted securities – See schedule A	_____	Accounts and bills due	_____
Cash value life ins. – See schedule B	_____	Due to brokers	_____
Accounts & notes receivable	_____	Unpaid real estate taxes	_____
Real Estate owned – See schedule C	_____	Unpaid income taxes	_____
Automobiles	_____	Mortgages payable on real estate	_____
		see schedule C	
Personal Property	_____	Loans on life ins. policies	_____
Investment in own business	_____	Other debts – itemize	_____
Other Assets – itemize	_____	Auto Lease	_____
S.E.P. Account	_____	_____ payments @ \$_____/mo.	_____
IRA	_____		
401(k)	_____	Total Liabilities	_____
Total Assets	_____	Net Worth	_____
		Total Liabilities and Net Worth	_____

SOURCES OF INCOME & PERSONAL INFORMATION

Alimony, child support and maintenance income need not be revealed if you do not wish to be considered as a basis for repaying this obligation.

Salary	_____	Business or occupation: _____
Bonus and/or commissions	_____	_____
Dividends and/or bond interest	_____	Partner or officer in any other venture:
Real estate income (Net)	_____	Age: No. Dependents: Ages:
Other income – itemize	_____	Do you have a will? _____
		Name of Executor: _____
		Married or Single: _____
Total	_____	If married, spouse's income: _____

CONTINGENT LIABILITIES

GENERAL INFORMATION

As endorser, comaker or guarantor _____

Social Security Number _____

On leases or contracts _____

Are you defendant in any suits or legal action? _____

Letter of Credit _____

Personal Bank accounts carried at _____

Are you liable for any unsatisfied judgements? _____

Have you ever taken bankruptcy? Explain: _____

Other special debt _____

LIST OF BANKS AND FINANCE COMPANIES WHERE CREDIT HAS BEEN OBTAINED

<u>NAME</u>	<u>HIGH CREDIT</u>	<u>TYPE OF LOAN</u>

(Schedule A) U.S. GOVERNMENT SECURITIES, STOCKS AND BONDS

<u>Amt. of / or # of Shares</u>	<u>Description</u>	<u>Market Value</u>

(Schedule B) LIFE INSURANCE

<u>Insured</u>	<u>Beneficiary</u>	<u>Name of Company</u>	<u>Face Amt.</u>	<u>Cash Value</u>	<u>Loans</u>

(Schedule C) LAND AND BUILDINGS

<u>Date Purchased</u>	<u>Cost</u>	<u>Market Value</u>	<u>Mtg. Balance</u>	<u>Title in Name of</u>	<u>Description and Location</u>	<u>Mortgagor</u>

(Schedule D) NOTES AND ACCOUNTS PAYABLE

<u>To Whom Payable</u>	<u>Date of Note</u>	<u>Original Amount</u>	<u>Balance Due</u>	<u>Amount of Payment</u>	<u>Assets Pldg./Sec.</u>

The foregoing financial statement and explanation have been fairly and correctly presented according to the best of my knowledge and belief.

Date signed _____

Signature _____