

TENANT INFORMATION SHEET
(For multiple tenant names, use additional sheets)

Location: _____ Space/Suite No: _____
(Shopping Center Name)

BUSINESS INFORMATION

Tenant's DBA: _____

Legal Name of Business: _____ Number of Years in Business: _____

Permanent Business or Mailing Address: _____

City: _____ State: _____

Zip Code: _____ Email: _____

Business Phone: _____ Cell Number: _____

Fax Number: _____ Tax ID Number: _____

Contact Person & Position: _____

PERSONAL INFORMATION

(1) _____ (2) _____
(Formal Name of Tenant/Guarantor) (Formal Name of Tenant/Guarantor)

Home Address: _____

(1) _____ / ____ / ____ (2) _____ / ____ / ____
(Social Security Number) (Date of Birth) (Social Security Number) (Date of Birth)

(1) Home Number: _____ (2) Home Number: _____

(1) Alternate Number: _____ (2) Alternate Number: _____

(1) Cell Number: _____ (2) Home Number: _____

(1) Email: _____ (2) Email: _____

Operate in Other Locations (circle one)? YES NO

If No, Please Describe Prior Retail Experience:

If Other Locations, Are They Operated under Same Name? Yes No
Address and Names of Other Locations:

PERSONAL INFORMATION - Continued

1. Age: ____ Spouse: _____ Marital Status: _____ No. of Dependents: ____

2. Applicant: Occupation: _____ Employer Name: _____

Phone: _____ Salary: _____ Commission/Other: _____

3. Co-Applicant/Spouse: Occupation: _____ Employer Name: _____

Phone: _____ Salary: _____

Commission/ Other: _____

4. Are either of you a partner or officer in any other business or venture?

5. Are there any unsatisfied judgments or legal actions?

6. Are there any liens against property owned?

7. Are there any legal actions or other actions, whether pending or resolved, that is or could in the future become a lien against any of your assets?

8. Are you or any company that you are an owner or officer of current in the payment of all forms of taxes (income, personal property, sales, inventory, withholding, other)?

9. Are you or any company that you are owner or officer of current with all other monetary, non-monetary, or performance obligations (e.g. unemployment taxes, payroll withholding obligations, lease obligations, performance under completion contracts, etc.)?

10. Have you ever been dropped from an insurance carrier for any reason?

11. Have you declared bankruptcy in the last 10 years?

12. Are any assets pledged? (If yes, please list or enclose)

13. CONTINGENT LIABILITIES: As endorser/co-maker/guarantor

PERSONAL INFORMATION - Continued

PLEASE DO NOT LEAVE ANY QUESTIONS UNANSWERED. USE "NO" OR "NONE" WHERE NECESSARY.

ASSETS		LIABILITIES	
Cash on hand and in banks	\$	Notes payable to banks-secured	\$
Marketable Securities-See Schedule A	\$	Notes payable to banks-unsecured	\$
Non-Marketable Securities-See Schedule B	\$	Due to brokers	\$
Securities held by broker in margin accounts	\$	Amounts payable to others-secured	\$
Restricted or control stocks	\$	Amounts payable to others-unsecured	\$
Partial Interest in Real Estate Equities-see Schedule C	\$	Accounts and bills due	\$
Real Estate Owned-See Schedule D	\$	Unpaid income tax	\$
Loans Receivable	\$	Other unpaid taxes and interest	\$
Automobiles and other personal property	\$	Real estate mortgages payable-See Schedule D	\$
Cash value-life insurance-See Schedule E	\$	Other debts – itemize:	\$
Other assets - itemize:	\$		\$
	\$		\$
	\$	TOTAL LIABILITIES	\$
	\$	NET WORTH	\$
TOTAL ASSETS	\$	TOTAL LIAB. AND NET WORTH	\$

Are all bad and doubtful assets excluded from this statement? _____ If no, explain: _____

Income taxes settled through what date? _____ Additional assessments \$ _____

ANNUAL SOURCES OF INCOME		PERSONAL AND GENERAL INFORMATION
Salary, Bonus & Commissions	\$	Do you have a will? If yes, name of executor:
Dividends	\$	
Real Estate Income	\$	Are you a partner or officer of any other venture?
	\$	
	\$	Are you obligated to pay alimony, child support, or maintenance payments? If so, describe.
	\$	
TOTAL	\$	Social Security No: _____ Age: _____
CONTINGENT LIABILITIES	\$	Are any assets pledged?
Do you have any contingent liabilities? If yes, give details:	\$	Are you defendant in any suits or legal actions?
As endorser, co-maker or guarantor	\$	
On leases or contracts	\$	Personal Bank Accounts carried at:
Legal claims	\$	
Other special debt	\$	Have you ever taken bankruptcy? Explain:
Amount of Contested Income Tax Liens	\$	

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Schedule A – U.S. GOVERNMENTS & MARKETABLE SECURITIES				
No. of Shares or Face Value (Bonds)	Description	In Names of	Total Market Value	Source of Value

SCHEDULE B – NON-MARKETABLE SECURITIES				
Description of Securities	No of Shares Outstanding	Book Value Per Financial Statement Dated:	No. of Shares Owned	Total Value

SCHEDULE C – PARTIAL INTERESTS IN REAL ESTATE EQUITIES						
Location of Property	% of Ownership	Type	Yr. Of Purch.	Cost or Market	Mortgage	Value of Equity

SCHEDULE D – REAL ESTATE OWNED						
Description of Property & Improvements	Date Acquired	Title in Name of	Cost	Market Value	Mortgage	
					Amount	Maturity

SCHEDULE E – LIFE INSURANCE CARRIED, INCL. N.S.L.I. & GROUP INSURANCE				
Face Amount	Name of Company	Beneficiary	Cash Surrender Value	Loans

SCHEDULE F – NAMES OF BANKS OR FINANCE COMPANIES WHERE CREDIT HAS BEEN OBTAINED					
Name & Address	Original Date	High Credit	Owe Currently	Secured or Unsecured	

THE UNDERSIGNED CERTIFIES THAT BOTH SIDES HEREOF AND THE INFORMATION INSERTED THEREIN HAS BEEN CAREFULLY READ AND IS TRUE, CORRECT AND COMPLETE.

SIGNATURE _____

VENDOR REFERENCES:

Vendor Name: _____ Phone # _____

Address: _____

Account #/Location _____ Name on Account _____

Contact: _____

Vendor Name: _____ Phone # _____

Address: _____

Account #/Location _____ Name on Account _____

Contact: _____

Vendor Name: _____ Phone # _____

Address: _____

Account #/Location _____ Name on Account _____

Contact: _____