

Attachment B

Financial

Forms

Identification and Credit Information (Individual)

Name

Address

Telephone Number(s)

Education, Degrees, Licenses, Designations, Special Skills,

Name of Current Employer

Description of duties and responsibilities including number of people supervised.

Proposed role in the operation and qualifications for that role.

Estimated time per week dedicated to that role.

Credit Information

1. List any foreclosures, bankruptcies, transfers in lieu of foreclosure and/or work out/loan modifications during the past 10 years. (if none, so indicate) Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or other documentation as appropriate to support your answer.
2. Describe any fines or penalties levied by government agencies during the past 10 years.(if none, so indicate)
3. Describe any pending litigation or current lawsuits which if adversely resolved would materially impact the financial position of the applicant.
4. Attach:
 - a. Personal Financial Statement documenting assets and liabilities
 - b. Credit reports for the individual(s) from a major credit reporting company such as Equifax, Experian, and Dunn and Bradstreet.

Identification and Credit Information (Business)

1. Business Identification and Credit information: Partnership or Sole

Proprietor NAME

ADDRESS

TELEPHONE NUMBER(S)

FAX NUMBER

EMAIL ADDRESS

CONTACT PERSON

TITLE

TAX ID#

FORM OF BUSINESS (PARTNERSHIP, SOLE PROPRIETOR. or
OTHER)

YEARS IN BUSINESS

OWNERSHIP:

NAME AND ADDRESS OF EACH PARTNER OR SOLE

PROPRIETOR

PROPRIETOR

PERCENTAGE

OWNERSHIP OF

CURRENT

BUSINESS ROLE IN

VALUE

LEASE

CREDIT INFORMATION

Has applicant or partner ever defaulted on, or been terminated from, a management contract or lease, or been forbidden from contracting by a public agency or private company?

If yes, provide full details of the circumstances

List any foreclosures, bankruptcies, transfers in lieu of foreclosure and/or work-out/loan modification transactions during the past 10 years. (if none, so indicate)

Name of Property

City / State / Zip code

Property Type

Loan Amount

Lender

Year of Event

Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or documentation as appropriate.

Describe any fines or penalties levied by government agencies during the past 10 years. (if no, so indicate)

Attach:

- a. Personal Financial Statement documenting assets and liabilities for the past 2 years
- b. Credit reports for the entity and key principals, from a major credit reporting company such as Equifax, Experien, and Dunn and Bradstreet.
- c. Attach resumes of Principals as follows:

Name

Address

Telephone Number(s)

Education, Degrees, Licenses, Designations, Special Skills,

Nature of business with dates of employment

Title of position most recently held

Description of duties and responsibilities including number of people supervised.

Proposed role in the operation and qualifications for that role.

Estimated time per week dedicated to that role.

BUSINESS IDENTIFICATION AND CREDIT INFORMATION: CORPORATION

Complete separate form for the submission of corporation and the parent corporation (include all parties in a joint venture).

Name

Address

Telephone Number(s)

Fax:

Email address

Contact person

Title

Tax ID#

State of incorporation

Date of incorporation

Ownership

Number and type of shares or percentages of ownership

Current value of investment

List of names and addresses of those with controlling interest or key principals of corporation

Total of all

Total shares outstanding

CORPORATE OFFICERS AND BOARD OF DIRECTORS W/ADDRESSES
AND
TITLE/AFFILIATION

Provide credit information for each of the above officers/directors

Has applicant or partner ever defaulted on, or been terminated from, a management contract or lease, or been forbidden from contracting by a public agency or private company?

If yes, provide full details of the circumstances

List any foreclosures, bankruptcies, transfers in lieu of foreclosure and/or work-out/loan modification transactions during the past 10 years. (if none, so indicate)

Name of property	Property type	Approximate Loan Amount	Lender	Event/Year
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Attach an explanation of circumstances, including resolution, bankruptcy plan, and/or documentation as appropriate.

Describe any fines or penalties levied by government agencies during the past 10 years. (if no, so indicate)

Describe any pending litigation or current lawsuits (other than those covered adequately by insurance which if adversely resolved would materially impact the financial position of the Applicant.

Attach:

Personal financial statements of any owners or partners of the parent company. If applicable. Last financial statement for business for the past two years (audited).

Credit reports for the entity and key principals, from a major credit reporting company such as Equifax, Experien, and Dunn and Bradstreet.

ATTACH RESUMES of PRINCIPALS as FOLLOWS:

Name

Address

Telephone Number(s)

Fax:

Education, Degrees, Licenses, Designations, Special Skills,

Nature of business with dates of employment

Title of position most recently held

Description of duties and responsibilities including number of people supervised.

Operations

Proposed role in the operation and qualifications for that role.

Estimated time per week dedicated to that role.

Financial Information for Revenue Producing Uses

1. Start up costs

Working capital

\$ Utility

hookups \$

Improvements \$

FF&E \$

Marketing \$

Legal \$

Total Start Up Costs: \$

Explain the basis of all estimates. The estimates must credibly demonstrate your understanding of start-up costs associated with this lease opportunity.

2. Stabilized Operating Proforma

Revenue:

Expenses:

General /

Administrative:

Operations:

Building Maintenance:

Grounds upkeep:

HVAC:

Utilities:

Security:

Other:

Other:

Other:

Total Expenses:

Explain the basis of all estimates. These estimates must credibly demonstrate that your net revenue will be sufficient to permit payment of the proposed rent and otherwise demonstrate that your proposal is financially viable.

Provide any additional information as needed to support your financial viability.