

PROSPECTIVE TENANT GENERAL INFORMATION

313 CARONDELET

<i>Applicant's Name</i>	
<i>Business Name</i>	
<i>Address</i>	
<i>Email</i>	
<i>Proposed Use</i>	
<i>Attorney</i>	
<i>Address</i>	
<i>Phone Number</i>	

Existing Locations

<i>Number of stores</i>	
<i>Where located?</i>	
<i>Average store size</i>	
<i>Photos or Drawings</i>	<i>If available, please attach photos of your prototype retail space plan requirements.</i>
<i>Price point of products/services</i>	
<i>Website</i>	
<i>Franchised? ☐ Yes ☐ No</i>	

Opening Dates & Term

<i>How soon do you need possession of the premises?</i>	
<i>How much time will you require to make your improvements?</i>	
<i>How long of a lease term are you requesting?</i>	

Tenant Improvements

<i>What improvements do you intend to make to the premises prior to opening?</i>	
<i>Approximately how much will it cost for you to make your improvements?</i>	
<i>Will you be using an architect/designer for your space planning & drawings?</i>	
<i>Architect</i>	
<i>General Contractor</i>	

Start- Up Costs

<i>Describe your anticipated start-up operating expenses at the new location and list amounts (include inventory, supplies, initial payroll costs, insurance, etc.)</i>	
<i>Expense</i>	<i>Cost</i>

Financing

<i>Will you require financing to open your business?</i>	
<i>If yes, have you already secured financing?</i>	
<i>What type of loan and who is the lender? (please provide verification)</i>	
<i>Will you be contributing to the funding? If so, what is the amount?</i>	

Legal

<i>If your business is a corporation, partnership, or joint venture, please describe its legal and financial structure.</i>	
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Other

<i>Please indicate in summary form anything your company would like us to know in reviewing your application.</i>	
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BUSINESS PLAN

Please complete the below and attach a Business Plan for your operation at this location:

<i>General description of how the premises will be used by you and/or your staff</i>	
<i>Resumes of principals</i>	<i>Please provide a separate bio or resume of the principals who will be operating the company.</i>
<i>Sales Projection: What is your anticipated gross sales volume for the first and second years you are open for business?</i>	<i>First:</i> <i>Second:</i>
<i>Landlord References: If you have rented or leased commercial space, please list the name and contact info of your most recent landlord.</i>	<i>Name:</i> <i>Contact info:</i>

Daily Operations

<u>Hours of Operation:</u> Do you operate normal business hours during weekdays? ☐ Yes ☐ No If "No," please explain.	
<u>Special Events:</u> Does the nature of your business require occasional after hours gatherings? ☐ Yes ☐ No If so, about how many guests or associates might attend?	
<u>Employees:</u> How many full time employees will work from the proposed premises? Who will manage?	
<u>Electrical Use:</u> Does your business have any equipment, motors, or other devices that would require above normal electrical equipment? ☐ Yes ☐ No If "Yes," please explain.	
<u>Security & Storage:</u> Does your business have any unique requirements that deal in early morning pickups, storage on premises or security issues? ☐ Yes ☐ No	

LEASE APPLICATION

Premises Information

<i>Building Name</i>	Hibernia Tower
<i>Address</i>	
<i>Square Footage</i>	

Personal Information

<i>Name of proposed tenant</i>			
<i>Address</i>	<i>Street</i>	<i>Suite</i>	
	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>Telephone</i>			
<i>Email Address:</i>			
<i>Is the tenant a corporation, partnership, or limited liability company?</i>			
<i>State of Incorporation</i>			
<i>Name of company</i>			
<i>Federal Tax I.D. Number</i>			
<i>Type of business</i>			
<i>Date tenant began doing business</i>			

Owner Information

Please provide the following information for all people who will have an ownership interest in the business.

Full Name	Home Address	Home Phone/Cell	Date of Birth	Drivers License Number	Social Security Number	Percentage of Ownership if Tenant is a Company

Current and Former Business Address

If you have or previously had a place of business, please provide the following information:

<i>Current Business Address</i>	<i>Street</i>		<i>Suite</i>
	<i>City</i>	<i>State</i>	<i>Zip</i>
<i>If you rented, give the name of Lessor</i>			
<i>Web Address</i>			
<i>Lessor's phone</i>			
<i>Amount of monthly rent</i>			
<i>Length of occupancy</i>			
<i>Reason for moving</i>			
<i>If first time operator, please list your current occupation, salary and number of years with company. Will you continue working here after opening your business?</i> ☐ Yes ☐ No	<i>Current Occupation:</i> <i>Salary:</i> <i>Number of years with company:</i>		

Financial Information

Approximate last year sales volume per store:

\$ _____ \$ _____ \$ _____

Financial Information Required:

- _____ Financial Statement (Balance Sheet, Income Statement, Cash Flow Statement)
- _____ Past Two Years of Tax Returns
- _____ Complete Attached Financial Statement (Personal)

PERSONAL FINANCIAL STATEMENT

Individual Information	Other Party Information
Name	Name
Residence Address	Residence Address
City, State & Zip	City, State & Zip
Position or Occupation	Position or Occupation
Business Name	Business Name
Business Address	Business Address
City, State & Zip	City, State & Zip
Residence Phone	Residence Phone

For the purpose of securing credit from time to time, I furnish the following as a true and correct statement of my financial condition on data named above and agree to notify you of any material changes affecting my financial condition. In the absence of such notice, this is to be considered a continuing statement and my ability to pay has not fallen below the condition herein set forth.

Assets	In Dollars	Liabilities	In Dollars
<i>Cash on hand and in banks (Schedule A)</i>	\$	<i>Notes Payable Banks (Schedule A) Secured and Unsecured</i>	\$
<i>Stocks and Bonds (Schedule B) US Government and Marketable Securities</i>	\$	<i>Notes Payable to Others (Schedule E) Secured and Unsecured</i>	\$
<i>Stocks and Bonds (Schedule B) Unlisted Securities</i>	\$	<i>Accounts Payable</i>	\$
<i>Accounts and Notes Receivable</i>	\$	<i>Federal & State Income Taxes Payable</i>	\$
<i>Real Estate Owned (Schedule C)</i>	\$	<i>Other Accrued Taxes and Interest</i>	\$
<i>Mortgages Owned (Schedule D)</i>	\$	<i>Mortgages Payable (Schedule C)</i>	\$
<i>Cash Surrender Value Life Ins (Schedule F)</i>	\$	<i>Installment Contracts Payable</i>	\$
<i>Automobiles and Other Personal Property</i>	\$	<i>Loans against Life Insurance (Schedule F)</i>	\$
<i>Other Assets (itemize):</i>	\$	<i>Other Liabilities (itemize):</i>	\$
		TOTAL LIABILITIES	\$
		NET WORTH	\$
TOTAL	\$	TOTAL	\$
<i>Amount of Assets Pledged</i>	\$	<i>Amount of Liabilities Secured</i>	\$

Annual Income: Salary \$_____ Fees or Commission \$_____ Other \$_____

Will this continue? _____

Business or Occupation: _____ Name of Employer: _____

Employer Address: _____ Employer Phone #: _____

May we contact your present employer? _____

Are you a partner or officer in any other business or venture? _____

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

(Single/married/widow(er)/divorced)

Are there any unsatisfied judgments or legal actions pending against you? _____

Have you ever gone through bankruptcy? _____

As of the date of this financial statement, I have not pledged, assigned, hypothecated or transferred the title of any of my assets, except as noted on this form or on a supporting schedule, nor has any such action been taken since that date, except as follows (give details): _____

CONTINGENT LIABILITIES: As endorser or co-maker: _____

On receivable discounted or sold: _____ As guarantor: _____

On leases, mortgages or contracts: _____ Unsettled claims: _____

Other (itemize): _____

Please complete ALL Schedules and fill in ALL blanks; Insert "None" if appropriate

Schedule A – Cash Balances and Bank Loans

<i>Name of Bank</i>	<i>Statement Date</i>		<i>Method of Borrowing</i> <i>(Unsecured, Guaranty, or Collateral)</i>
	<i>Cash Balance</i>	<i>Amount Owing</i>	
<i>Cash on Hand</i>			
<i>Total as per Statement</i>			

Schedule B – Stocks and Bonds (US Government and Marketable Securities and Unlisted Securities)

<i>Shares or Bonds</i>	<i>Name of Security</i>	<i>In Name of</i>	<i>Present Market Value</i>	<i>If Pledged State to Whom</i>

Schedule C – Real Estate Owned

<i>% Ownership</i>	<i>Location Type of Property and Date Acquired</i>	<i>Title in Name of</i>	<i>Cost</i>	<i>Recent Appraised Value</i>	<i>Mortgage/Amount Due</i>

Are there any other liens against any of the above property? ☐ Yes ☐ NoAre there any mortgage payments, interest or taxes in arrears? ☐ Yes ☐ No**Schedule D – Real Estate Mortgages Owned**

<i>Type of Lien (1st, 2nd, etc.) Location and Type of Property</i>	<i>Mortgagee or Record</i>	<i>Original Amount</i>	<i>Present Amount</i>	<i>Maturity</i>

Are there any principal payments, interest or taxes in arrears? ☐ Yes ☐ NoAre there any unrecorded assignments? ☐ Yes ☐ No**Schedule E – Notes Payable to Banks and Others (Secured and Non-Secured)**

<i>Amount</i>	<i>Creditor</i>	<i>Due</i>	<i>Terms</i>	<i>Collateral</i>

Schedule F – Life Insurance

<i>Face Amount</i>	<i>Name of Company</i>	<i>Beneficiary</i>	<i>Type of Policy</i>	<i>Cash Value</i>	<i>Loans Against Policy</i>

Are any of the above policies assigned except for loans as shown? ☐ Yes ☐ No

The foregoing statement is true and correct and may continue to be considered at least as favorable as shown until otherwise notified in writing by the undersigned.

Applicants Signature

Dated: the _____ day of _____, 20 _____

References

Credit References:

<i>Name</i>		<i>Address</i>		<i>City</i>
<i>State</i>	<i>Zip</i>	<i>Telephone</i>	<i>Account #</i>	
<i>Name</i>		<i>Address</i>		<i>City</i>
<i>State</i>	<i>Zip</i>	<i>Telephone</i>	<i>Account #</i>	
<i>Name</i>		<i>Address</i>		<i>City</i>
<i>State</i>	<i>Zip</i>	<i>Telephone</i>	<i>Account #</i>	

Bank References:

<i>Bank Name</i>		<i>Address</i>		<i>City</i>
<i>State</i>	<i>Zip</i>	<i>Telephone</i>	<i>Account #</i>	
<i>Bank Name</i>		<i>Address</i>		<i>City</i>
<i>State</i>	<i>Zip</i>	<i>Telephone</i>	<i>Account #</i>	
<i>Bank Name</i>		<i>Address</i>		<i>City</i>
<i>State</i>	<i>Zip</i>	<i>Telephone</i>	<i>Account #</i>	

Business Declarations

1. Have you or your business, its officers, partners, or owners ever been delinquent in payment of any financial obligation?

☐ Yes ☐ No

If yes, please provide details: _____

2. Have you ever declared bankruptcy when you were a major owner?

☐ Yes ☐ No

If yes, please provide details: _____

The above information is freely given in connection with an offer to lease at the subject address. I/We hereby authorize the Landlord to verify all information on this application by contacting the sources listed or any other sources available and to obtain a credit report through a national credit rating agency. The information contained herein is true and correct to the best of my/our knowledge. I/We understand that Landlord has not, by acceptance of this Application, agreed to lease to Applicant the Premises. This information shall remain the property of the Landlord whether or not the offer to lease is accepted and all information shall be kept as confidential as possible.

Please note – all persons listed either as tenant or as owners of the business must sign.

ALL PERSONS MUST PROVIDE LANDLORD WITH LEGIBLE COPY OF DRIVERS LICENSE OR IDENTIFICATION AND CREDIT RELEASE. LANDLORD CANNOT PROCESS APPLICATION WITHOUT IT.

<i>Signature</i>	Date
<i>Print Name</i>	
<i>Social Security Number</i>	<i>DOB</i>

<i>Signature</i>	Date
<i>Print Name</i>	
<i>Social Security Number</i>	<i>DOB</i>

<i>Signature</i>	Date
<i>Print Name</i>	
<i>Social Security Number</i>	<i>DOB</i>

Authorization to Obtain Credit Information

This is to inform you, the Applicant, that as a part of landlords procedure for processing and reviewing your application, an investigation may be made whereby information is obtained through personal interviews with your business references, landlord references, or others with whom you are associated or acquainted. This inquiry includes, as appropriate, a consumer credit report, information as to your character, general reputation, and mode of living.

Under the Fair Credit Reporting Act, you have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation. **other way** This information shall remain the property of the Landlord and all information shall be kept as confidential as possible.

Authorization to Release Credit Information / Application Information Required for Processing

You are hereby authorized to release and give to the Landlord any and all information they request concerning my credit, banking, employment, and residency in reference with the application made for credit or tenancy. I hereby waive any privileges I may have with respect to said information in reference to its release of the aforesaid party.

Signature Date

Spouse's Signature (required) Date

Print Name

Print Name

Address: _____

Address: _____

Social Security Number

Social Security Number

Date of Birth

Date of Birth