



The following is a list of required **FINANCIAL PACKAGE** items for most Landlords:

BUSINESS (Corporation, LLC, Partnership):

- 2 years business tax returns
- 2 years business financial statements
- Current YTD business financial statements (Jan – Present) / Profit & Loss, Balance Sheet
- 3 months, most recent bank statements
- Tenant / Credit Application (filled out with as much info as possible, signed – dated)

PERSONAL (if the Lease will be signed as an Individual):

- 2 years personal tax returns
- 3 months, most recent bank statements
- Fresh credit report (less than 3 mos old) showing your FICO score
 - o Your bank can print out a credit report for free
 - o If you don't have, and we have to run credit

OTHER:

- Company website (or 1 paragraph description about your business)
- Social Media (Instagram, Facebook, etc.)
- Information about your business operations, how you will use the building
 - o # of employees
 - o How often do you have visitors? (often or rarely)
 - o Business Hours
 - o What types of activities will take place at the building? (daily operations, new employee training, light repair/refurbishment, etc.)
 - o Any overnight parking required?
 - o How much truck traffic to the building (i.e. Two 53ft containers per month)
 - o Anything else you want to share with the Landlord

The following is a list of required **FINANCIAL PACKAGE** items for most Sellers (Property Owners):

BUSINESS (Corporation, LLC, Partnership):

- Proof of funds for your down payment
- Prequalification letter from a lender

