



PROSPECTIVE TENANT INFORMATION PACKAGE



Tenant Information Request

Thank you for your interest in leasing space. In order to process a proposal with the Landlord, we need the following information.

◆ Lease in the name of individual(s) or Lease with Guarantor(s):

_____ Personal Financial Statement (signed and dated).

_____ Copy of Social Security Card.

_____ Copy of Driver's License.

_____ Completed Tenant Information Sheet

_____ Check or Money Order in the amount of Twenty-Five Dollars (\$25.00) made payable to Colliers International - Atlanta Realty, LLC

◆ Lease in the Name of a Corporation:

_____ Profit and Loss Statement, current year-to-date.

_____ Profit and Loss Statement for the last full calendar year.

_____ Copy of Articles of Incorporation.

_____ Completed Tenant Information Sheet.

_____ Tax Identification Number and Proof of Number.



Tenant Information Sheet

LOCATION: _____ SPACE/SUITE NO.: _____

PROSPECTIVE TENANT'S NAME: _____

NAME OF BUSINESS: _____ # OF YEARS IN BUSINESS: _____

TRADE NAME: _____ CORPORATE NAME: _____

BUSINESS USE (DEFINE): Hair Salon

PERMANENT BUSINESS ADDRESS:

BUSINESS TELEPHONE NUMBER: _____ TAX ID NUMBER: _____

CONTACT PERSON & POSITION: _____

OWNERSHIP: ____ Corporation ____ Year Incorporated ____ State ____ Partnership ____ Individual

HOME ADDRESS OF PERSON SIGNING LEASE:

YEARS AT THIS ADDRESS: _____ BIRTHDATE OF PERSON SIGNING LEASE: _____

HOME TELEPHONE NUMBER: _____ MOBILE PHONE NUMBER: _____

EMAIL ADDRESS: _____

SOCIAL SECURITY NUMBER OF PERSON SIGNING LEASE: _____

OPERATE IN OTHER LOCATIONS? ☐ YES ☐ NO

IF THERE ARE OTHER LOCATIONS, DO THEY OPERATE UNDER SAME NAME? ☐ YES ☐ NO

IF NO, PLEASE DESCRIBE PRIOR RETAIL EXPERIENCE:

ADDRESS AND NAMES OF OTHER LOCATIONS:

I, WE THE UNDERSIGNED, AUTHORIZE COLLIERS INTERNATIONAL - ATLANTA REALTY, LLC TO OBTAIN A CREDIT REPORT ON ME/US OR THE BUSINESS.

TO COVER THE EXPENSE OF THESE CREDIT REPORTS, I HAVE ENCLOSED A CHECK OR MONEY ORDER IN THE AMOUNT OF \$25.00, PAYABLE TO: COLLIERS INTERNATIONAL - ATLANTA REALTY, LLC

SIGNATURE OF TENANT

DATE



Business Plan / Operating History

Business plan should include the following:

1. General Description
2. Resume of Principles
3. Past Business Experience
4. Summary of Start Up Costs
5. Annual Cash Flow Projections
6. Credit References
7. Trade References

Corporations should provide:

1. Past two (2) full years of Profit & Loss Statements
2. Balance Sheet
3. Copies of Articles of Incorporation

Individuals should provide:

1. Personal Financial Statement (a blank copy is attached)
2. Authorization of Release of Financial Information (a blank copy is attached)
3. Check or Money Order in the Amount of Twenty-Five (\$25.00) made payable to Colliers International – Atlanta Realty, LLC

*Please note that individuals who have new corporations (i.e. the corporation has been in existence less than five (5) years) will need to provide the Personal Financial Statement and the Authorization of Release of Financial Information, as a personal guarantee of the Lease by one of the principles will be necessary.



Authorization for Release of Financial Information Property

ON THIS _____ DAY OF _____, 20_____, intending to be legally bound and in consideration of the sum of **Twenty-Five Dollars (\$25.00)** paid by Colliers International – Atlanta Realty, LLC, to me (us), receipt of which is hereby acknowledged, I (we) irrevocably authorize Colliers International – Atlanta Realty, LLC, and their authorized agents and employees (all herein referred to as Colliers International – Atlanta Realty, LLC) to obtain, at its expense, from any credit reporting agency all records, histories, summaries, reports, investigations and any other information (all herein referred to as Information) pertaining to my (our) personal credit history including matters for which I am (or we are or have been individually or jointly responsible as guarantor). I (we) also authorize the release of Information pertaining to my (our) bank account at _____, account number(s) _____. I (we) hereby forever release, remise and discharge Colliers International – Atlanta Realty, LLC, from any claims, suits, liabilities, actions or causes of action, contracts or warranties which may arise directly or indirectly, remotely or proximately from Colliers International – Atlanta Realty, LLC use or obtaining any of the foregoing Information. However, it cannot provide or show me a copy of any Information obtained nor can it discuss any specific Information or items. Colliers International – Atlanta Realty, LLC shall use all reasonable efforts to maintain the confidentiality of all Information received in accordance with this Authorization. A copy of this Authorization shall be as valid and binding as the original. I (we) have read and executed this Authorization on the date first above recited.

Signature: _____

Date of Birth: _____

Printed Name: _____

Social Security #: _____

Home Phone: _____

Current Residential Address:

Former Residential Address:

(2nd Party)

Signature: _____

Date of Birth: _____

Printed Name: _____

Social Security #: _____

Home Phone: _____

Current Residential Address:

Former Residential Address:



Please answer all questions using "No" or "None" where necessary.

PRESENT LANDLORD

CONTACT NAME

ADDRESS

TELEPHONE

NONE

BANK ACCOUNT PERSONAL

NAME OF BANK –

ACCOUNT BRANCH NAME

PERSONAL BANK ADDRESS

ACCT # CHECKING –

ACCT # SAVING –

BANK ACCOUNT COMPANY / BUSINESS

NAME OF BANK –

ACCOUNT BRANCH NAME

COMPANY/ BANK ADDRESS

BUSINESS ACCT #

ACCT #

CREDIT REFERENCES (Include Finance Companies, Banks, Mortgage Holders, etc.)

NAME OF CREDITOR

ADDRESS

TELEPHONE

1. _____

2. _____

LANDLORD REFERENCES

NAME

ADDRESS

TELEPHONE

1. _____

2. _____

PERSONAL REFERENCES

NAME

ADDRESS

TELEPHONE

1. _____

2. _____

NAME: _____ POSITION OR OCCUPATION: _____)

BUSINESS NAME: _____

BUSINESS ADDRESS: _____ PHONE: _____

RESIDENCE ADDRESS: _____ PHONE: _____

The following is submitted for the purpose of procuring, establishing and maintaining credit with you in behalf of the undersigned or persons, firms, or corporations in whose behalf the undersigned may either severally or jointly with others execute a guaranty in your favor. The undersigned warrants that this financial statement is true and correct and that you may consider the statement as continuing to be true and correct until a written notice of a change is given to you by the undersigned.

DATE: _____

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

ASSETS	Y/N	\$\$\$ AMOUNT	LIABILITIES	Y/N	\$\$\$ AMOUNT
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:					
403 (b)					
			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 \$	
CONTINGENT LIABILITIES	Social Security No. Age:
Do you have any contingent liabilities? If yes, give details:	Are any assets pledged?
As endorser, co-maker or guarantor \$	Are you defendant in any suits or legal actions?
On leases or contracts \$	
Legal claims \$	Personal Bank Accounts carried at:
Other special debt \$	
	Have you ever taken bankruptcy? Explain:
Amount of Contested income tax liens \$	

(COMPLETE SCHEDULES AND SIGN ON REVERSE SIDE)

CONFIDENTIAL

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 (M)	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 _____