### CHECKLIST FOR NEW TENANTS

I.	Bef	fore the Assignment can be finalized.									
	1.	Certificate of Insurance with Additional Insured Our fa	ix: 510-548-3904								
	2.	Increase of Deposit to two months current rent.  Current deposit to be transferred in Assignment:	Increase:								
	3.	Account paid current.									
II.	Lea	se Term: Expires and has	options.								
		arges under the lease.									
	1.	Taxes									
	2.	Insurance									
	3.	CAM									
	4.	City Rental Tax									
	5.	Refuse									
	6.	Utilities in Premises	data								
	7.	Rent Increase: is per year: on	date								
IV.	Les	ssee Responsibilities									
	1.	Maintenance of Premises									
	2.	Disposal of Grease									
	3.	Garbage - Hold if full; report missed pickup									
	4.	Roof grease from fans									
	5.	Roof penetrations									
	6.	Hot water heater, plumbing and electrical									
	7.	Cardboard									
	8.	Plate glass	ъ								
	9.	Title 24									
	10.	10. Keys – Lock(s) change(d)									
v.	Bus	Business Community									
	1.	Merchants Association									
	2.	Street people and panhandlers									
	3.										
	<i>3</i> . 4.	Use/Menu limitations: can affect ability to sell business									
VI.		ne Assignment vs. the Sale									
V 1.		Be sure you are acquiring a place in good repair. Hire proper controllect last inspection – Title 24 Conditions, check with Building De	actors to inspect premises - and hoo epartment for code violations.	d/ansul:							
	2.	Signage standards - give copy	•								
	3.	Food Safety. One person working in the restaurant must be cere Department to review any violations.	tified. Classes available. See Pub	olic Health							
	4.	Escrow: We are not a party to the transaction to sell the busine escrow. We must be paid rent and other charges dire	ess and are not a part of the ectly during the escrow period.								
	5.	Rent, Utilities, Property Tax, Insurance Bill, City Rental Tax, CAM Reconciliation									
		We do not prorate expenses for you.									
VII		e lease									
	1.	. The Lease is a binding contract. Discuss, answer questions.									
The	ese it	tems were discussed and reviewed with me.									
LE	SSO	DR:									
		BY:	Title Date								
ΔÇ	SIC	NEE:									
AU	OI()1		Date								
			Date								
AL	SO I	PRESENT:	Date								

## PERSONAL FINANCIAL STATEMENT

NAME:Please Print Applicant's Name	NAME:	Please Print Spouse's Name	
· · · · · · · · · · · · · · · · · · ·			
MARRIED PERSONS: The following states	nent represents: (Check	cone)	
Only community property		Only separate pro	perty.
	unity and separate prope	ertv.	·
Both Collins			
FINANCIAL STATEMENT	Please check if a	ny assets listed below are held by trus	ts.
DATE OF STATEMENT			
PLEASE NOTE: LIST ALL AMOUNTS IN DOLLAR PLEASE ATTACH SEPARATE SI	S. OMIT CENTS. HEET IF MORE SPACE IS 1	NEEDED.	
	ASSETS	·	AMOUNT
Cash in checking account: Bank:			
T. attention			
Institution		•	
Securities owned (Schedule 1)			
IRA/Keogh/Pension			
Notes Receivable (Secured and Unsecured)			
(Schedule 2)		· ·	
Cash surrender value of life insurance			
Other investments (e.g., Partnerships)			
1 • 1 • 1			
Automobiles Personal property	,		
Other assets (detail)			
Office assets (detail)			
		TOTAL ASSETS	
I	<u> IABILITIES</u>		AMOUNT
Income taxes payable			
Other taxes payable			•
Revolving Credit (Schedule 4)			
Installment contracts and notes payable			
(Schedule 5)			
Loans on Life Insurance			
Mortgages or liens on Real Estate (Schedule 3)		7,404	
Other Liabilities (detail)			
	,		
	TO	TAL LIABILITIES	
		:	
	Assets minus Liabi	ilities = NET WORTH	

ANNUAL INCOME	AMOUNT
Employment - Applicant:	
Employment - Spouse:	
Dividends/Bonds	
Interest	
Rental (Cash Flow, Schedule 3)	
Other (detail)	
Alimony, child support or	
separate maintenance*	
* Alimony, child support or	
separate maintenance income	
need not be revealed if you do not	
wish to have it considered.	
TOTAL	
ANNUAL EXPENDITURES	AMOUNT
Property Tax/Assessments	
Income and other Taxes	
Mortgage Payments	
Other Contract Payments	
Rent	
Insurance	
Alimony, child sup./maint.	
Trumony, onthe oup, maine	
Other (detail)	
Other (decade)	
TOTAL	
TOTAL	1
CONVENIOUS LIADII WOTEG	
CONTINGENT LIABILITIES	AMOUNT
As Endorser	
As Guarantor	
On Damage Claims	
Letters of Credit	
Other (detail)	
7	
Check here if "none"	
New description of the second	

'TOTAL

Are any assess fielded or debts secured except as shown?  Have you ever had a repossession?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey?  Have you ever hed a bankuptey or had a ludgment against you?  Have you ever hed a bankuptey?  How Heald Page general years?  How How Heald Page general years?  How Individually Have you be possess. Je Jointly with other than spouse; ASP – Applicant's separate property; SSP – Spouse; Je Jointly with other than spouse; ASP – Applicant's separate property; SSP – Spouse; Je Jointly with other than spouse; ASP – Applicant's separate property; SSP – Spouse; Je Jointly with other than spouse; ASP – Applicant's separate property; SSP – Spouse; Je Jointly with other than spouse; ASP – Applicant's separate property; SSP – Spouse; Je Jointly with other than spouse; ASP – Applicant's separate property; SSP – Spouse; Je Jointly with other than spouse; ASP – Applicant's separate property; SSP – Spouse; Je Jointly with other than	GE	NERAL IN	FORMAT	ION If mai	ried, the	se que	estions	apply to be	oth you	ı and yo	our spoi	ise,	Yes	No
Have you ever bed a bankunjecy or had a judgment against you?  Have you ever been a principal or guarantor of a company that declared bankruptey?  Are you a party to any claims or suits?  Has there been an IRS addit in the past 3 years?  How HELD CODE — In space provided, please indicate applicable abbreviation: A = Applicant; S = Spouse; J = Jointly with spouse; O = Jointly with other than spouse; ASP = Applicant's separate property; SSP = Spouse's separate property; T = Trust.  SCHEDULE 1 SECURITIES OWNED  HOW NO. SIARES OR DESCRIPTION TITLE IN NAME OF PEEDGED WHERE PRESENT HELD BOND AMOUNT PESOND QUOTED MKT. VALUE  SCHEDULE 1 NOTES RECEIVABLE — Secured and Unsecured  BOWN AMMOR DEBTOR COLLATERAL/TYPE/PROPERTY DATE OF PAYMEN'S DUE 2 LIED BALANCE  BOWN NAME OF DEBTOR ON ADMINISTRATE HOLDINGS — MORTGAGES OR LIENS  V Indicate: SD = Single Dwelling; MD = Multiple Dwelling; C = Commercial  100														
Have you ever been a principal or guarantor of a company that declared bankruptcy?  Are you a partly to any claims or suits?  His there been an IRS audit in the past 3 years?  If yes, has the audit been settled?  HOW HELD CODE — In space provided, please indicate applicable abbreviation: A = Applicant; S = Spouse; J = Jointly with spouse; O = Jointly with other than spouse; ASP = Applicant's separate property; SSP = Spouse's separate property; T = Trust.  SCHEDULE 1 SECRITTES OWNED  HOW NO. SHARES OR DESCRIPTION TITLE IN NAMBOF PLEDGED VERS ON OUT OUT OF THE PAYMENTS OF TOTAL  SCHEDULE 1 NOTES RECEIVABLE — Secured and Unsecured  FOW NAMB OF DEBTOR COLLATERALITYPE PROPERTY DATE OF PAYMENTS DUE 2° LEN BALANCE  FOW NAMB OF DEBTOR COLLATERALITYPE PROPERTY DATE OF PAYMENTS DUE 2° LEN BALANCE  SCHEDULE 3 REAL ESTATE HOLDINGS — MORTGAGES OR LIENS  **	Have you ever had a repossession?													
Are you a party to any claims or suits?  Has there been an IRS audit in the past 3 years?  If yes, has the audit been setfled?  HOW HELD CODE — In space provided, please indicate applicable abbreviation: A = Applicant; S = Spouse; J = Jointly with spouse; O = Jointly with other than spouse; ASP = Applicant's separate property; SSP = Spouse's sepárate property; T = Trust.  SCHEDULE 1 SECURITIES OWNED  HOW NO. SHARES OR DESCRIPTION TITLEIN NAMBOF PLETCHD WHERE PRESENT MRKT, VALUE  SCHEDULE 1 NOTES RECEIVABLE — Secured and Unsecured  HOW NAME OF DEBTOR COLLATERALTYPE PROPERTY DATE OF PAYMENTS DUE 2" LIEN BALANCE  HELD NAME OF DEBTOR COLLATERALTYPE PROPERTY NOTE PAYMENTS DUE 2" LIEN BALANCE  SCHEDULE 3 REAL ESTATE HOLDINGS — MORTGAGES OR LIENS  V Indicate: SD = Single Dwelling; MD = Multiple Dwelling; C = Commercial  DOWNERSHIP  1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2														
Has there been an HKS audit in the past 3 years?  If yes, has the audit been settled?  HOW HELD CODE — In space provided, please indicate applicable abbreviation: A = Applicant; S = Spouse; J = Jointly with spouse; ASP = Applicant's separate property; SSP = Spouse's separate property; T = Trust.  SCHEDULE 1 SECURITIES OWNED  HOW NO. SHARES OR DESCRIPTION TITLEIN NAME OF PLETXED PRESENT NAME OF DEBTOR COLLATERAL/TYPE-PROPERTY DATE PAYMENTS DUE 2ººº LIEN BALANCE  SCHEDULE 3 REAL ESTATE HOLDINGS — MORTGAGES OR LIENS  ▼ Indicate: SD = Single Dwelling; MD = Multiple Dwelling; C = Commercial  HOW PROPERTY ADDRESS OF PRESENT P					mpany tha	t decla	red banl	kruptcy?	T2:	·				
HOW HELD CODE — In space provided, please indicate applicable abbreviation: A = Applicant; S = Spouse; J = Jointly with spouse; O = Jointly with other than spouse; ASP = Applicant's separate property; SSP = Spouse's separate property; T = Trust. SCHEDULE 1 SECURITIES OWNED														
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spouse; O = Jointly with other than spouse; ASP = Applicant's separate property; SSP = Spouse's separate property; T = Trust.  SCHEDULE 1 SECURITIES OWNED  HOW NO. SHARSS OR DESCRIPTION TULEINNAME OF PLEDGED VHERE SOND QUOTED MKT, VALUE  TOTAL  SCHEDULE 1 NOTES RECEIVABLE - Secured and Unsecured  HOW NAME OF DEBTOR COLLATERAL/TYPH PROPERTY DATE OF PAYMENTS DOUB 2*0 LIEN BALANCE  HOW NAME OF DEBTOR COLLATERAL/TYPH PROPERTY NOTE PAYMENTS DOUB 2*0 LIEN BALANCE  SCHEDULE 3 REAL ESTATE HOLDINGS - MORTGAGES OR LIENS	If yes, h	nas the audit be	en settled?	0.000										
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NAME OF DEBTOR   COLLATERAL/TYPE PROPERTY   DATE OF PAYMENTS   DATE   1 <sup>57</sup> OR UNPAID   DUE   2 <sup>50</sup> LIEN   BALANCE		NO. SHARES	OR				TITLE	IN NAME OF						
SCHEDULE 1 NOTES RECEIVABLE - Secured and Unsecured	HELD	BOND AMOU	NT							YES or N	to C	UOTED	MKT.	VALUE
SCHEDULE 1 NOTES RECEIVABLE - Secured and Unsecured   HOW														
SCHEDULE 1 NOTES RECEIVABLE - Secured and Unsecured   HOW								<del>,</del>						
SCHEDULE 1 NOTES RECEIVABLE - Secured and Unsecured   HOW								· · · · · · · · · · · · · · · · · · ·						
SCHEDULE 1 NOTES RECEIVABLE - Secured and Unsecured   HOW														<del>.</del>
SCHEDULE 1 NOTES RECEIVABLE - Secured and Unsecured									1		1	NTI A T		
HOW   HELD   NAME OF DEBTOR   COLLATERAL/TYPE PROPERTY   NOTE   NAME ADDRESS OF LIENS   SCHEDULE 3 REAL ESTATE HOLDINGS - MORTGAGES OR LIENS   TOTAL	TOTAL								JIAL -					
HOW   HELD   NAME OF DEBTOR   COLLATERAL/TYPE PROPERTY   NOTE   NAME ADDRESS OF LIENS   SCHEDULE 3 REAL ESTATE HOLDINGS - MORTGAGES OR LIENS   TOTAL	o o r	TENTED 1	MOTER DI	e ceivadi e	Coore	od on	d IInse	- ourrod						
NOIE									ANNII	AI.P&I	DATE	1 <sup>ST</sup> OR	TR	JPATD
Cost   Date of   Purchase   Pur		NAMEOFDE	BIOK	COLLAILINA	111111									
SCHEDULE 3 REAL ESTATE HOLDINGS - MORTGAGES OR LIENS   ▼ Indicate: SD = Single Dwelling; MD = Multiple Dwelling; C = Commercial   HOW HELD	7.00													•
SCHEDULE 3 REAL ESTATE HOLDINGS - MORTGAGES OR LIENS   ▼ Indicate: SD = Single Dwelling; MD = Multiple Dwelling; C = Commercial   HOW HELD														
SCHEDULE 3 REAL ESTATE HOLDINGS - MORTGAGES OR LIENS   ▼ Indicate: SD = Single Dwelling; MD = Multiple Dwelling; C = Commercial   HOW HELD														
NAME & ADDRESS OF LENDERS   PRESENT LOAN   DUE												TOTAL		
NAME & ADDRESS OF LENDERS   PRESENT LOAN   DUB	SCI									· · · · · · · · · · · · · · · · · · ·				-
Note	HOW			<u> </u>							$\overline{s}$	PRESENT	LOAN	DUE
2   2   2   3   2   3   2   3   4   Cash Flow														
1st   2pd	1						1 <sup>st</sup>							
2pnd   1st   2pnd   TOTAL														<u> </u>
TOTAL  Cost Date of Purchase as of: Brundler   Purchase   Date of	2					Ĺ							***	
Cost Date of Purchase as of: Functions as of: Purchase as of: Functions as of:														
Cost Date of Purchase as of: Equity Annual Rent Income (1) Payment Annual Taxes & Insurance (3) Operating Exp. 4 = Cash Flow  1 2	3					Ĺ								
Cost Date of Purchase as of: Equity Annual Rent Income (1) Payment Annual P & I (2) Annual Taxes & All Other Operating Exp. 4 = Cash Flow Excl . Depre.	<u></u>						2 <sup>nd</sup>							<u> </u>
Purchase as of: Income (1) Payment & Insurance (3) Operating Exp. 4 = Cash Flow Excl. Depre.  1 2										<u> </u>		TOTAL		
Purchase as of: Income (1) Payment & Insurance (3) Operating Exp. 4 = Cash Flow Excl. Depre.  1 2											,		,	
Excl. Depre.	Cost	• •	Į.	e Equity										
1 2 3		Purchase	as of:	-	Inco	ome "	,	rayment	& Ins	irance "			4 = C	ISH PIOW
3 :	<u> </u>				-		+-		+		EXCI	. Depte.		
3 :					$\dashv$				<b>-</b>		<del>                                     </del>		ļ	
	<del></del>			<del>                                     </del>							<del>                                     </del>		<del>                                     </del>	
TOTAL	<del>-</del>								†			<u> </u>		
		TOTAL	L		I.				•			TOTAL		

CREDITOR'S NAME			
CREDITOR S NAME	ACCOUNT NUMBER	Monthly Payment	Present Balance
		OFFICE	
	I	OTAL	
CHEDULE 5 INSTALLMEN	NT CONTRACTS & NOTES P	AYABLE	
CREDITOR'S NAME	ACCOUNT NUMBER	Monthly Payment	Present Balance
	-		
	To	OTAL	`
SIGNATURES:			
ertify that all information provided by	is true, correct and complete. I author	rize you to make whatever inquiri-	es about me you de
essary and appropriate for the purpos	e of evaluating my credit application, inc	cluding obtaining credit hureau repo	orts and contacting
ncies.	le credit information about your credit e	experience with me to other creditor	ors and credit repor
TE: Spouse's signature required only	y if spouse is co-applicant.		
	X		•
PPLICANT'S SIGNATURE	DATE SPOUSE'	S SIGNATURE	DATE
PLICANT'S SOCIAL SECURITY NUM	BER SPOUSE'S	SOCIAL SECURITY MEMBER	
	5t 000E 0		····

### ADDENDUM TO FINANCIAL STATEMENT

Lessee/Assignee understands that the information contained in the attached financial statement is material to the decision of the property owner to consent to the Lease.
SIGNED:
SIGNED:
DATED:

# **SAMPLE**

#### **BUSINESS RESUME**

POTENTIAL ASSIGNEE: Name (s)

EXPERIENCE IN THIS TYPE OF BUSINESS:

WHY DO YOU THINK YOU WILL BE SUCCESSFUL AT RUNNING THIS PARTICULAR BUSINESS?