



Colliers International Retail Team
10765 Double R Blvd, Suite 100
Reno, NV 89521

10765 Double R Blvd, # 100
Reno, Nevada 89521 USA
Tel: 775-823-9666
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Re: Proposed Tenant Information

Dear Proposed Tenant:

Colliers has designed a packet to help you get started in the leasing process. The items listed and enclosed within the packet are items that the landlords need to be able to make an educated decision in selecting the right tenant mix for the center.

Please take this packet with you and review all of the information that it contains. Complete the enclosed forms and return to our office at your earliest convenience. If you have any questions feel free to call us and we will be happy to help you!

Thank you,

Colliers International

Retail Division
Ph: (775) 823-9666
Fax: (775) 823-4699
Web: www.colliersreno.com

CHECKLIST OF FORMS TO COMPLETE AND ITEMS TO ENCLOSE:

LETTER OF INTENT

- Complete the enclosed form or write your own letter with the sample criteria shown.
- This letter is to let the landlord know the basic terms under which you are willing to lease space in the center. It helps to lay out the initial terms of the agreement before getting into the more specific lease terms.

CREDIT REPORT AUTHORIZATION

- The landlord needs this confidential form to check the credit of the proposed tenant
- Tenant can supply it themselves if they don't want the landlord doing it.

PERSONAL FINANCIAL STATEMENT FOR LEASE OR GUARANTY OF LEASE

- The landlord needs to approve an applicant's financial capacity the same way an individual is approved for a mortgage
- Include last two years of Federal Tax Returns
- Provide information on any loans being obtained to finance the business.

IDENTIFICATION

- Include a copy of your driver's license or other form of picture id.
- Landlords need to have proof that you are who you say you are.

PROSPECTIVE LESSEE QUALIFICATIONS

- A business plan is recommended
- If you have a business plan, please attach
- Description of what you are proposing to do and how it will be achieved.
- Income and expense projections for your first 5 years of business.
- A biography including any experience you have in the working world and how it may pertain to the business you are opening.
- How will the inventory be provided for your business?
- Do you have the fixtures?

DUTIES OWED BY A NEVADA REAL ESTATE LICENSEE

- The Duties Owed is a document that The Nevada Real Estate Division requires all tenants to sign.

LETTER OF INTENT

Date _____

Colliers International
Retail Department
10765 Double R, Suite 100
Reno, NV 89521

Re: Proposal to Lease Retail Space at _____
(Center/Space Name)

Dear Colliers International:

This is my proposal to lease retail space in the _____ (Center/Space Name), on satisfactory provisions consistent with the following:

Tenant/Trade Name: _____ (Tenant's Name) dba
_____ (or put "to be determined"). Lease to be personally guaranteed by the tenant.

Use: _____

Premises: _____ (Name of Center and address and suite) consisting of approximately _____ square feet.

Term: _____ years (5 years is average)

Base Rent: \$_____ per square foot, per month

Base Rent Escalation: The Base Rent shall increase _____% annually.

Additional Rent: Tenant shall pay its pro-rata share of the center's expenses such as Common Area Maintenance, Real Property Taxes and Insurance, which at this time is estimated to be \$_____ per square foot per month

(this is determined by the landlord and is non negotiable)

Date of Possession: Upon completion of Landlords work under “Delivery of Premises”. Estimated Date of Possession _____
(date generally right after leases are signed)

Commencement of Rent: The Commencement of Rent shall be _____
(negotiable depending on if work needs to be done on the space)

Advance Rent: Tenant shall pay Landlord upon execution of a lease an amount equal to one month’s rent representing the first month’s rent.

Security Deposit: Tenant shall pay Landlord upon execution of a lease an amount equal to one month’s rent as a security deposit.

Delivery of Premises: Landlord to deliver the space in an “as is” condition:

Hours of Operation: Monday through Friday ____ AM to ____ PM
Saturday ____AM to ____PM
Sunday ____AM to ____PM

Brokerage: Colliers International represents Landlord in this transaction. Landlord shall pay commissions under separate agreement between Landlord and Broker.

Contingency: (1) Landlords approval of Tenant’s financial statement, credit report and;
(2) Fully executed lease agreement.

Sincerely,

THE AGREED TERMS ARE ACKNOWLEDGED AND AGREED TO:

BY: _____

ITS: _____

DATE: _____

CREDIT REPORT AUTHORIZATION

INSTRUCTIONS: Please complete all areas of this form.

Applicant		
Name (first, middle, last)	Date of Birth	
Present Address Street		
City/State/Zip	No. of Years	Own ___ Rent ___
Marital Status: __ Married __ Separated __ Unmarried (incl. single, divorced, widowed)		
Social Security Number	Driver's License Number	

Co-Applicant/Spouse		
Name (first, middle, last)	Date of Birth	
Present Address Street		
City/State/Zip	No. of Years	Own ___ Rent ___
Marital Status: __ Married __ Separated __ Unmarried (incl. single, divorced, widowed)		
Social Security Number	Driver's License Number	

For the purpose of inducing you to execute a lease, assignment, sublease, or guaranty of lease, I authorize the Landlord to make an employment and credit check, obtain information you may require concerning the statements made in any application, and obtain from sources selected by the Landlord any other information the Landlord may require as part of the Landlord's diligence in evaluation of the proposed lease, assignment, sublease, or guaranty of lease. You may verify any and all such information from time to time. I agree that this authorization shall remain your property whether or not the lease assignment is executed. You are authorized to share, with other's concerned with my credit standing or the financial matters of the subject property, information about my transactions with you.

Applicant's Signature

Date

Co-Applicant's Signature

Date

PERSONAL FINANCIAL STATEMENT FOR LEASE OR GUARANTY OF LEASE

THIS PERSONAL FINANCIAL STATEMENT IS TAKEN IN CONNECTION WITH A LEASE OR LEASE GUARANTY

INSTRUCTIONS: If you are completing this statement as a guarantor, please complete all information for "APPLICANT". If you are married, but your spouse is not executing or guaranteeing the lease with you, please read the following instructions carefully before you complete this application:

A. You do not have to give information on your spouse if you base your application only on your SEPARATE property or income from it.

B. If you include community property (such as your salary or that of your spouse), you must complete information on your spouse.

Applicant		
Name	Date of Birth	
Present Address	Street	
City/State/Zip	No. of Yrs	Own ___ Rent ___
Former Address if less than 2 years at present address		
City/State/Zip	Years at former address	
Marital Status: ___ Married ___ Separated ___ Unmarried (incl. single, divorced, widowed)		
Name and Address of Employer		
Years employed in this line of work	Years on the job	
Position/ Title	Type of Business	
Social Security Number	Driver's License Number	
Home Phone	Business Phone	

Co- Applicant/Spouse		
Name	Date of Birth	
Present Address	Street	
City/State/Zip	No. of Yrs	Own ___ Rent ___
Former Address if less than 2 years at present address		
City/State/Zip	Years at former address	
Marital Status: ___ Married ___ Separated ___ Unmarried (incl. single, divorced, widowed)		
Name and Address of Employer		
Years employed in this line of work	Years on the job	
Position/ Title	Type of Business	
Social Security Number	Driver's License Number	
Home Phone	Business Phone	

Assets	Amount
Cash (schedule 1)	\$
Stocks and Bonds (schedule 2)	
Receivables (schedule 3)	
Real Estate (schedule 4)	
Auto	
Make Yr.	
Make Yr.	
Other Assets	
Total	\$

Liabilities	Amount
Notes Payable-Banks (schedule 6)	\$
Margin Account	
Personal Property Lns. (schedule 6)	
Real Estate Loans (schedule 5)	
Taxes Owing	
Other Liabilities (schedule 6)	
Total Liabilities Net Worth	
Total	\$

Please attach a separate sheet if you need more space to complete a schedule. For all schedules, please indicate ownership by using the following codes:

C= Community Property JT= Joint Tenancy S= Separate Property TC= Tenants in Common

Schedule 1: Cash						
CHKG	SVGS	NAME OF BANK OR S&L ADDRESS	ACCOUNT NO.	BALANCE	ACCT IN NAME OF	CODE

Schedule 2: Listed and unlisted stocks and bonds (are any of the below securities pledged, or are you aware of any restrictions on their sale?)						
Yes ___ No ___ If yes, give details						
NAME/SYMBOL	WHERE LISTED	NO. OF SHARES PER VALUE	% OWNED	ISSUED IN NAME(S) OF	MARKET VALUE	CODE

Schedule 3: Accounts, Notes and Trust Deeds Receivable					
DUE FROM	HOW PAID	BALANCE DUE	FINAL MATURITY	COLLATERAL	CODE

Schedule 4: Real Estate Owned Indicate: I=Improved U=Unimproved						
STREET ADDRESS AND TYPE OF IMPROVEMENT	TITLE AND NAMES OF	%OWNED	YEAR ACQD.	COST	PRESENT VALUE	CODE

Schedule 5: Trust Deeds, Mortgages, or Other Liens Secured by Real Estate				
PROPERTY ADDRESS	UNPAID BALANCES	MONTHLY PAYMENT	MATURITY DATE	HELD BY

Schedule 6: Loans, Leases, and Other Obligations (including credit cards, alimony, child support, etc.)					
OWED TO	ACCOUNT NO.	BALANCE	DUE DATE	PURPOSE	PAYMENT SCHEDULE

Schedule of Life Insurance				
FACE AMOUNT	BENEFICIARY	COMPANY	CASH VALUE	LOAN AGAINST POLICY

Annual Income	Amount
Gross Salary or Wages (Applicant)	\$
Gross Salary or Wages (Co-Applicant)	
Dividends and Interest	
Rentals-Gross	
Business or Professional Income-Net	
Other Income:	
(Income from alimony, child support, or maintenance need not be revealed if you do not choose to rely on it in applying for the guaranty) Describe	
Total	\$

Annual Expenditures	Amount
Federal Income Taxes	\$
State Income Taxes	
Property Taxes-Residence	
Property Taxes- Other Real Estate	
Real Estate Loan Payments	
Payments on Contracts & Other notes	
Insurance Premiums	
Estimated Living Expenses	
Total	\$

Please complete the following questions:

- Are you leasing any real or personal property? ___ Yes ___ No If yes, give details as to terms of leases.
- Do you guarantee other leases or loans? If so, give details.
- Have you been the subject of a tax lien, notice of default, or judgement? If so, give details.
- Is litigation pending against you or any affiliates in which you maintain an ownership position? Any litigation in the past? If so, give details.
- Have you ever gone through bankruptcy either (i) personally, (ii) as an officer in a corporation, or (iii) as a shareholder with at least 5% of the outstanding stock? If so, give details
- Have you ever been convicted of a felony? If so, please explain.
- Do you hold any assets in a personal trust or in any other than listed above? If so, give details.
- Do you have a will? ___ Yes ___ No

For the purpose of inducing our to execute a lease, I am furnishing the above, along with any attached schedules or other documents, which I warrant is true and complete statement of my financial condition to the best of my knowledge. I agree to notify you immediately of any material adverse change in my financial condition. I understand that any material misstatement or omission shall be a cause of default of the lease which is executed or guaranteed by me, and you may, at your option, terminate the lease executed or guaranteed by me. I authorize you to make a credit and employment check, obtain information you may require concerning the statements made in this application and obtain from sources selected by you other information you may require as part of your due diligence in evaluation of the proposed lease. You may verify any and all such information from time to time. I agree that this application shall remain in your property whether or not the lease is executed. You are also authorized to share, with others concerned with my credit standing or financial matters of the subject property, information about my transactions with you. I agree to provide an updated financial statement in same or similar form as this statement not more than once per year upon request. If this is a Joint Financial Statement, this statement applies to both of us

Applicant's Signature _____ Date _____ Co-Applicant's Signature _____ Date _____

DUTIES OWED BY A NEVADA REAL ESTATE LICENSEE

This form does not constitute a contract for services nor an agreement to pay compensation.

In Nevada, a real estate licensee is required to provide a form setting forth the duties owed by the licensee to:

- a) Each party for whom the licensee is acting as an agent in the real estate transaction, and
- b) Each unrepresented party to the real estate transaction, if any.

Property Address: To Be Determined

LICENSEE: The licensee in the real estate transaction is Roxanne Stevenson, Rick Casazza and Shawn Smith whose license number's are 15517, 14997 and 46702. The Licensee is acting for _____ who is/are the Seller/Landlord; Buyer/Tenant.

BROKER: The broker is Victor A. Donovan, whose company is Colliers Nevada LLC, dba Colliers International.

Licensee's Duties Owed to All Parties:

A Nevada real estate licensee shall:

- 1. Not deal with any party to a real estate transaction in a manner which is deceitful, fraudulent or dishonest.
- 2. Exercise reasonable skill and care with respect to all parties to the real estate transaction.
- 3. Disclose to each party to the real estate transaction as soon as practicable:
 - a. Any material and relevant facts, data or information which licensee knows, or with reasonable care and diligence the licensee should know, about the property.
 - b. Each source from which licensee will receive compensation.
- 4. Abide by all other duties, responsibilities and obligations required of the licensee in law or regulations.

Licensee's Duties Owed to the Client:

A Nevada real estate licensee shall:

- 1. Exercise reasonable skill and care to carry out the terms of the brokerage agreement and the licensee's duties in the brokerage agreement.
- 2. Not disclose, except to the licensee's broker, confidential information relating to a client for 1 year after the revocation or termination of the brokerage agreement, unless licensee is required to do so by court order or the client gives written permission.
- 3. Promote the interest of the client by:
 - a. Seeking a sale, lease or property at the price and terms stated in the brokerage agreement or at a price acceptable to the client.
 - b. Presenting all offers made to, or by the client as soon as practicable.
 - c. Disclosing to the client material facts of which the licensee has knowledge concerning the real estate transaction.
 - d. Advising the client to obtain advice from an expert relating to matters which are beyond the expertise of the licensee.
 - e. Accounting to the client for all money and property the licensee receives in which the client may have an interest.

Duties Owed By a broker who assigns different licensees affiliated with the brokerage to separate parties:

Each licensee shall not disclose, except to the real estate broker, confidential information relating to client.

Licensee Acting for Both Parties: You understand that the licensee MAY _____ or MAY NOT _____, in the future act for two or more parties who have interests adverse to each other. In acting for these parties, the licensee has a conflict of interest. Before a licensee may act for two or more parties, the licensee must give you a "Consent to Act" form to sign.

(Client Init) (Client Init)

I/We acknowledge receipt of a copy of this list of licensee duties, and have read and understand this disclosure.

<i>Seller/Landlord</i>	<i>Date</i>	<i>Time</i>	<i>Buyer/Tenant</i>	<i>Date</i>	<i>Time</i>
<i>Seller/Landlord</i>	<i>Date</i>	<i>Time</i>	<i>Buyer/Tenant</i>	<i>Date</i>	<i>Time</i>

PROSPECTIVE LESSEE QUALIFICATIONS

Complete in full and submit to:

Colliers International
10765 Double R. Blvd, Suite 100
Reno, NV 89521

This form does not obligate either party to the performance of a contract for leasehold property. It is purely for information and does not constitute an offer to lease property or any negotiation for such a purpose.

Full Name: _____

Name of Spouse: _____

Present Address: _____

Previous Address: _____

Business Phone: _____ Home Phone: _____

Social Security Number: _____ Spouse's Social Security Number: _____

Own: _____ Rent: _____ If rented, monthly rent: _____

Name and Address of Landlord: _____

In which center are you interested? _____

What kind of business do you propose to run there? _____

Present business or profession: _____

Salary (Annual): _____ Will this income continue? _____

Other Income: _____

May we contact your present employer? _____ Shall we contact you first? _____

Employer's Name and Address: _____

Business Experience - Retail. Describe fully the business operations and your roles indicating dates.

Other Work Experience : describe fully the business operations and your roles indicating dates.

If you have other business, please provide pertinent operating statements for the last twenty-four months where possible.

Will you have a continuing role in these businesses? _____ If so, what will that role be?

How will you manage your new business at our property? Who will manage? How many employees will you need?

If your business is a partnership or a joint venture, describe in legal and financial structure and submit copies of all appropriate legal documents.

If your business involves a franchise, supply a copy of the agreement, information on how the purchase is being financed, and a financial and business report on the franchiser.

What improvements do you plan to make to the premises (fixtures, carpet, etc.) and at what cost? How will improvements be financed?

Describe your anticipated start up operating expenses at the new location and list amounts (include inventory, supplies, initial payroll costs, insurance, etc.)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

How will you finance your start up expense?

Analysis of projected income from operations at the new location for the first two years (complete where applicable):

<u>Revenues</u>	<u>Year 1</u>	<u>Year 2</u>
Gross Sales		
Cost of Goods Sold		
Gross Margin		
Other Revenues (Specify)		
Total Revenues		
<u>Expenses</u>		
Salary and Wages		
Payroll Taxes		
Compensation Insurance		
Utilities (SPPC, Water, Telephone)		
Repairs and Maintenance		
Janitorial Services, Laundry Supplies		
Advertising and Promotion		
Rent and Related Costs		
Insurance (Fire, Liability, Plate Glass)		
Management Fee		
Real Estate Taxes		
Personal Property Taxes		
Financial Expenses (Including Principal payments)		
Total Expenses		

NET OPERATING INCOME

Current Financial Statement

I. Personal: Where a partnership, joint venture, or corporation is involved, the appropriate financial statement should be supplied,

II. Business: If several businesses are involved, supply separate individual financial statements where possible.

Indicate sources and amounts of income other than that from business described herein.
