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Reno, NV 89511

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CB Richard Ellis, Inc.
Retail Properties Group
6980 Sierra Center Parkway
Suite 160
Reno, Nevada 89511

Dear Proposed Tenant:

CB Richard Ellis has put together a New Tenant Packet to help start the leasing process and get your business one step closer to opening. Enclosed in the New Tenant Packet are documents that the landlord will need completed in order to make a decision in selecting the right tenant.

Please review the attached New Tenant Packet. Complete the enclosed forms and return to our office at your earliest convenience. Please use the table of contents as a guide and checklist during the application process. If you have any questions please feel free to contact us.

Sincerely,

CB Richard Ellis Retail Properties Group

Chris Waizmann
775 356 6285 Phone
775 830 8207 Cell
www.cbre.com/chris.waizmann

Shawn Smith
775 823 6961 Phone
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**NEW TENANT APPLICATION
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NAME(S): _____
 ADDRESS: _____
 SOCIAL SECURITY #: _____
 TELEPHONE: _____ DATE: _____

FILL ALL BLANKS, WRITING "NO" OR "NONE" WHERE NECESSARY TO COMPLETE INFORMATION. USE AN ADDITIONAL SHEET IF NEEDED.

ASSETS		LIABILITIES	
Cash in Banks		Notes Payable	
Savings & Loan		To Banks	
Earnest Money Deposited		To Relatives	
Investments: Bonds & Stocks - See Schedule		To Others	
Investment in Own Business		Installment Accounts Payable:	
Accounts and Notes Receivable		Automobile	
Real Estate Owned - See Schedule		Other	
Year Make		Other Accounts Payable	
Automobiles:		Mortgages Payable on Real Estate - See Schedule	
Personal Property & Furniture		Unpaid Real Estate Taxes	
Life Insurance (\$ _____) Cash Surrender Value		Unpaid Income Taxes	
Other Assets - Itemize		Chattel Mortgages	
		Loans on Life Insurance Policies (Include Premium Advances)	
		Other Debts - Itemize	
		TOTAL LIABILITIES	
		NET WORTH	
TOTAL ASSETS		TOTAL LIABILITIES & NET WORTH	

SOURCE OF INCOME		PERSONAL INFORMATION	
Base Salary	\$	OCCUPATION OR TYPE BUSINESS	
Overtime Wages	\$	EMPLOYER	
Bonus and Commissions	\$	Position held: _____ No. of years _____	
Dividends and Interest Income	\$	PARTNER OR OFFICER IN ANY OTHER VENTURE OR EMPLOYMENT	
Real Estate Income (Net)	\$	<input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Separated Children (ages) _____ Age _____ Age of Spouse _____ Other Dependents _____	
Spouse's Income	\$		
Other Income - Itemize	\$		
TOTAL	\$		

CONTINGENT LIABILITIES		GENERAL INFORMATION	
As Endorser or Co-maker on Notes	\$	PERSONAL BANK ACCOUNTS CARRIED AT	
Alimony Payments (Annual)	\$	SAVINGS AND LOAN ACCOUNT AT	
Are you defendant in any legal action?	<input type="checkbox"/> YES <input type="checkbox"/> NO	PURPOSE OF LOAN	
Are there any unsatisfied judgments?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER TAKEN BANKRUPTCY? EXPLAIN:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

- COMPLETE ALL SCHEDULES AND SIGN ON SECOND PAGE -

NAME(S): _____

SCHEDULE OF BONDS AND STOCKS			
AMOUNT OR NO. SHARES	DESCRIPTION <i>(Insert Valuation in Proper Column)</i>	MARKETABLE ACTUAL MARKET VALUE	NON-MARKETABLE (UNLISTED SECURITIES) ESTIMATED WORTH

SCHEDULE OF REAL ESTATE			
DESCRIPTION AND LOCATION	ACTUAL MARKET VALUE	MORTGAGE	
		AMOUNT	MATURITY DATE

SCHEDULE OF NOTES PAYABLE					
<i>Specify any assets pledged as collateral, indicating the liabilities which they secure:</i>					
TO WHOM PAYABLE	DATE	AMOUNT	DUE	INTEREST	ASSETS PLEDGED AS SECURITY

SCHEDULE OF INSTALLMENT ACCOUNTS		
PROPERTY PURCHASED	AMOUNT OWED	MONTHLY PAYMENT

For the purpose of establishing credit responsibility, the following representations are submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____, 20_____.

Signature _____ Date _____, 20

Signature _____ Date _____, 20



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: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> 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: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried (incl. single, divorced, widowed)		
Social Security Number	Driver's License Number	

For the purpose of establishing credit responsibility, the following representations are submitted as being a true and accurate statement of the financial condition of the undersigned.

By signing below, I (we), the undersigned, hereby authorize CB Richard Ellis, Inc. to obtain a credit report and to verify information as needed.

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



PROSPECTIVE LESSEE QUALIFICATIONS

Complete in full and submit to:

CB Richard Ellis, Inc
Retail Properties Group
6980 Sierra Center Parkway
Suite 160
Reno, NV 89511

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: _____

Email Address: _____ Spouse's Email Address: _____

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: _____

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	\$ _____	\$ _____
(Including Principal payments)		
Total Expenses	\$ _____	\$ _____
NET OPERATING INCOME	\$ _____	\$ _____



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.

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 each party to a real estate transaction with a form setting forth the duties owed by the licensee.

SAMPLE

Licensee: The licensee in the real estate transaction is _____
 whose license number is _____. The licensee is acting for {client's name(s)} _____
 who is/are the _____ Seller/Landlord; _____ Buyer/Tenant.
Broker: The broker is _____, whose company is,

 _____ CB Richard Ellis, Inc. _____

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 _____ may or _____ may not, in the future act
 the licensee (Client Init) (Client Init)

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.

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

Seller/Landlord	Buyer/Tenant
By: _____	By: _____
Date Time	Date Time
By: _____	By: _____
Date Time	Date Time