



CapStar Commercial Realty

Commercial Real Estate and Business Acquisition

SALES, LEASING AND MANAGEMENT of
Retail, Office, Industrial, Hotel, Apartment and Business

Business Information Package

Please initial each page and sign and certify the Certification Page. If you have already complete the Robert Morris Associates' "Business Credit Information Package," you can send it instead of this form.

1. Legal name of proposed tenant _____
2. Business name of proposed tenant _____
3. Form of business of proposed tenant (check one)
 General Partnership
 Limited Partnership
 Corporation
 Sole Proprietorship
 Other (please specify): _____
4. State of registration or incorporation and certificate number _____
5. How long in business:

6. Federal I.D. Number _____
7. D & B Inc., DUNS: _____
8. Present address & telephone no. _____
9. How long at present address _____
10. Type of business activities (e.g., insurance, engineering, accounting)

11. Rentable square feet now occupied _____
Tenant's initials _____

12. Proposed hours of operation Monday-Friday: _____
Saturday: _____
Sunday: _____

13. Number of employees _____

14. Number of daily visitors, clients, customers or patients

15. Present landlord's name, address and telephone number

16. Name, home address and home telephone of principal owner of proposed tenant

17. Name, home address and home telephone of other principal owner(s) of proposed tenant

18. How long has present owner(s) owned proposed tenant?

19. Name, address and telephone number of credit reference #1

20. Name, address and telephone number of credit reference #2

Tenant's initials _____

21. Name, address and telephone number of bank reference

22. Has tenant or principal(s) ever undergone bankruptcy proceedings?
_____ Yes
_____ No

23. Are there any liens, judgments or suits pending our outstanding against tenant or principal(s)
_____ Yes

24. Accountant's name, address and telephone number

25. Lawyer's name, address and telephone number

26. Please attach:
1. Three (3) most recent federal tax returns.
 2. Year-to-date balance sheet and income and expense Statement
 3. Three (3) most recent years audited or reviewed financial statements including:
 - (1) Balance sheets
 - (2) Income and expense statements
 - (3) Cash flow statements
 - (4) Company notes and disclosures
 4. State certificate of corporation or partnership
 5. Marketing materials, if applicable
 6. Business plan (if new business)
 7. Bank statements (if new business)

Tenant's initials _____

Certification

The undersigned acknowledge, certify and agree that:

- (1) All information is correct, true, accurate, current, timely and complete to the best of their knowledge; and,
- (2) Submission of this application does not constitute an offer, reservation or any obligation whatsoever on behalf of the landlord or broker; and,
- (3) The information supplied here shall constitute the basis for a lease agreement.

ATTEST:

PROPOSED TENANT:

(Corporate Seal)

Title

(Corporate Seal)

Title

By: _____

Name: _____

Title: _____

Date signed: _____

By: _____

Name: _____

Title: _____

Date signed: _____