



RETAIL

The Peterson Companies

Dear Prospective Tenant:

Thank you for your interest in leasing space with us. At The Peterson Companies, we pride ourselves on producing the highest level of quality and satisfaction in all of our projects. Each and every Tenant shares an equal role in helping us achieve this goal and, as such, we dedicate ourselves to learning as much about you and the prospective concept you represent. To accomplish this, we ask that you supply us with as much of the following pertinent information:

- If Lease to be in the name of the individual(s) or Lease with guarantor(s):
 - Personal Financial Statement (Net Worth Statement)
 - Tax Returns from last two (2) years
 - Comprehensive list of assets & liabilities
 - Letter(s) of credit
 - Tenant Information Sheet (see attached)
- If Lease to be in the name of a Corporation:
 - Balance Sheet and Profit & Loss Statement for last two (2) years
 - Comprehensive list of assets & liabilities
 - Tax ID number
 - Copies of Articles of Incorporation.
 - Tenant Information Sheet (see attached)
- Business Plan
- Pictures of any existing locations or like concepts
- Addresses of any existing locations
- Prototypical Plans
- Miscellaneous

Also, attached is a Tenant Information Form, as well as a financial spreadsheet. Please be sure to fill each of those out, and include them in the package you send to us. Upon receipt and review of this information, we will contact you to determine the next steps.

Please return the completed package to Corren Lelonek at The Peterson Companies, 12500 Fair Lakes Circle, Suite 400, Fairfax, Virginia 22033. The package can be also be faxed (703-631-6481) or emailed to Corren (leasing@petersoncos.com).

We want to thank you again for your interest, and we look forward to the opportunity of working with you further.

Best Regards,

The Peterson Companies Retail Leasing Department:

Marc A. Menick

Andrew J. Kabat

Stephanie M. Cramer

TENANT INFORMATION SHEET

Location: _____ Space/Suite No: _____
 Shopping Center

Prospective Tenant's Name: _____

Name of Business: _____ No. of Years in Business: _____

Business Use (Define): _____

Permanent Business Address: _____
 Street City State Zip

Permanent Business Phone #: _____

Tax ID Number: _____

Contact Person: _____

Address: _____
 Street City State Zip

Telephone Number: _____

Social Security Number: _____

Operate Other Locations: Yes No

If No, Please Describe Prior Retail Experience: _____

If Yes, are They Operated Under Same Name: Yes No

Address and Names of Other Locations:

1) _____

2) _____

3) _____

WE THE UNDERSIGNED, UNDERSTAND THAT IN THE COURSE OF CONSIDERING THIS LEASE, THE LANDLORD MAY OBTAIN A CREDIT REPORT ON ME/US OR THE BUSINESS.

SIGNATURE OF PROSPECT

DATE

FINANCIAL SPREADSHEET

Name: _____

Residence Address: _____

Business Name: _____

Business Address: _____

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 this statement as continuing to be true and correct until written notice of a change is given to you by the undersigned.

Signature: _____

Date: _____

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

ASSETS		LIABILITIES	
Cash on hand and in banks	\$	Notes payable to banks – secured	\$
Marketable Securities	\$	Notes payable to banks – unsecured	\$
Non-Marketable Securities	\$	Due to brokers	\$
Securities held by broker in margin accounts	\$	Amounts payable to others – secured	\$
Restricted or control stocks	\$	Amounts payable to other – unsecured	\$
Partial interest in Real Estate – Equities	\$	Accounts and bills due	\$
Real Estate Owned	\$	Unpaid income tax	\$
Loans Receivable	\$	Other unpaid taxes and interest	\$
Automobiles and other Personal Property	\$	Real Estate mortgages payable	\$
Cash Value – Life Insurance	\$	Other debts:	\$
Other Assets:	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$	TOTAL LIABILITIES	\$
	\$	NET WORTH	\$
TOTAL ASSETS	\$	TOTAL LIABILITIES AND NET WORTH	\$

Income taxes settled through what date? _____ Additional Assessments \$ _____

ANNUAL SOURCES OF INCOME	
Salary, bonus & commissions	\$
Dividends	\$
Real Estate Income	\$
TOTAL	\$