



Application Package Submittal Checklist

Date: _____

Name of Property: _____

Address & Suite Number: _____

***** Please Note: Package will NOT be accepted and processed unless it is complete.**

Existing Business:

- Personal Balance Sheet (found on the Forms page of the Promus website)
- Tenant Application (found on the Forms page of the Promus website)
- Locations/address of current business(es)
- Two years of business and personal tax returns
- Attach brochures, menus, or other materials showing the business model
- Copies of any incorporated documents
- Proposal/offer on the space; please be as detailed as possible.
- Are you represented by a broker?

New/Start up Business:

- Personal Balance Sheet (found on the Forms page of the Promus website)
- Tenant Application (found on the Forms page of the Promus website)
- Two years of personal tax returns
- Complete professional business plan
- Proposal/offer on the space; please be as detailed as possible.
- Are you represented by a broker?

A credit report will be processed on all applicants (if incorporated please provide proof, Personal Guarantees are generally required for Corporations).

The submission package must be complete prior to the credit report processing and package consideration.