

INTERVIEW QUESTIONNAIRE FOR PROSPECTIVE NEW TENANT
in a retail shopping center

(office tenants in an office building do not need to fill this out)

Interview Date: _____

Name & Address of Property: _____

Tenant's Name: _____

Tenant's Name: _____

Tenant's Trade Name: _____

1. Please describe in detail your proposed use of the Premises. Please be as specific as possible.
2. If you have an existing business, where is it located (street address)? If you have more than one, how many locations do you currently have and what are their addresses?
3. What is the website address for your current business?
4. Please provide Photos of the interior and exterior of your existing store (s). If you do not have any existing stores, please provide photos of stores that will be similar to the one you plan to open.
5. Who will be running the business day-to-day?
6. What is their past experience in this business? Do you have a resume? If so, please send one to me.
7. How many years have you been in this business?
8. What is your businesses projection for monthly sales?
9. What will be your normal hours of operation?

10. How many customers per day do you expect?

11. What new interior improvements to the Premises will be made to increase sales? Floor covering? Paint? Offices? Demolition? Please be as specific as possible.

12. What is the anticipated cost of such improvements?

13. If you plan to install new furniture, fixtures and equipment ("FF&E") (especially if it is for a food use, such as a quick serve restaurant such as a yogurt or ice cream shop, or a restaurant) please provide a list of the FF&E and at a minimum, the total cost estimate for all of the FF&E.

14. How are you going to pay for or fund all of the costs for the improvements to the Premises listed in 12 above and for the FF&E listed in 13 above? Will you use cash on hand? Will you borrow? Combination? Can you provide verification of the funds?

15. What is the timeline for installation of the improvements?

16. What is the anticipated opening date?

17. How long will it take to complete the design and get permits for the interior improvements?

18. What is the contact information of your project architect?

19. What is the contact information of your contractor?

20. Have you been to the city to find out about Use Permits? Building Permits?

Be advised that Landlord may also request Tenant provide copies of:

- 3 to 5 year Cash Flow Projection or Business Plan
- First four (4) pages of Tenant's Federal Income Tax return