**Sample Tenant Lease Modification / Deferment Request Checklist:**

Tenant hereby submits the following information to Landlord:

1. Year to date financial statements, including most recent income statement, cash flow statement and balance sheet. Please include detailed monthly income and expense statements showing all line items.
2. Operating budget for the current fiscal year.
3. Audited financial statements for the prior two fiscal years, including income statements, cash flow statements and balance sheets. Please include all notes to financial statements.
4. Last two years’ filed federal income tax, state income tax, state sales tax (if any) and state franchise tax returns (if any).
5. Prior year and year to date financial statements for each lease guarantor and each partner/shareholder owning 10% or more of Tenant.
6. List and backgrounds of senior executives and family members who are directly or indirectly receiving any compensation, along with the salaries of such individuals for the current and prior two years.
7. Contact information for all creditors from whom Tenant is requesting modification and a description of the nature and dollar value of the modification being requested.
8. Contact information for Tenant’s primary lender(s).
9. Latest business plan describing Tenant’s actions to restore itself to profitability and cash flow projections for the next 24 months.
10. List of all financial obligations on which Tenant is currently in default, including contact information, dollar amounts and nature of the obligations.
11. A written statement describing Tenant’s specific request of Landlord.
12. Contact information for Tenant’s accountant and CPA firm responsible for preparation of Tenant’s financial statements.
13. Corporate Documents:
    1. For an LLC
       1. LLC Agreement/Organizational documents
       2. List of Members and Backgrounds
       3. Financial Information of Members of the LLC, 2018, 2019 (Federal tax returns, audited financial statements, or other acceptable documentation)
       4. A certificate of good standing for the entity
    2. For a Corporation:
       1. Articles of Incorporation
       2. By-Laws
       3. List of Shareholders and Backgrounds
       4. Financial Information of Shareholders, 2018, 2019 (Federal tax returns, audited financial statements, or other acceptable documentation)
       5. A certificate of good standing for the entity
    3. For a Partnership:
       1. Partnership Agreement
       2. List of Partners and Backgrounds
       3. Financial Information of Partners, 2018, 2019 (Federal tax returns, audited financial statements, or other acceptable documentation)
       4. A certificate of good standing for the entity
    4. For a Guarantor
       1. Financial Information of Guarantor, 2018, 2019 (Federal tax returns, audited financial statements, or other acceptable documentation)