

BUSINESS INTAKE SUPPLEMENT

What is the present/former location of the business? _____

If this location is separate from your residence, please provide the following:

1. Name and address of landlord or management company, if applicable. _____

- What is the term of the lease? _____
- Are payments current? _____
- Are the contents and fixtures subject to the lease? _____

2. If business premises are financed, provide the name and address of all creditors claiming a mortgage. _____

- Are payments current? _____
- What is the value of the property? _____
- Are the contents and fixtures subject to the mortgage(s)? _____

3. If incorporated, please provide a copy of the Articles of Incorporation.

- Are all filings with the Secretary of State current? _____
- Please provide the name, address and phone numbers of shares/percentage of ownership for all shareholders. _____

- Please provide the name, address, and phone numbers for all officers and directors. _____

4. Please provide the last three years tax returns for the corporation.
- If prepared by an accountant or CPA, please provide the name and address of the person or persons responsible for the preparation and filing of those documents.____

 - If services of a bookkeeper have been used, please identify that person or persons.____

 - If returns are not available or un-filed, please explain why._____

5. Please itemize any outstanding tax liability, if applicable.
- **INCOME TAXES**
 - a. Year(s)_____
 - b. Amount(s)_____
 - **SALES TAXES**
 - a. Year(s)_____
 - b. Amount(s)_____
 - **PAYROLL TAXES**
 - a. Year(s)_____
 - b. Amount(s)_____
 - **PROPERTY TAXES**
 - a. Year(s)_____
 - b. Amount(s)_____

6. Please identify and explain any transfers of property or assets *other* than in the ordinary course of business:_____

7. Have any financial statements been supplied to creditors within the last year? If so, please provide. _____

8. Do you have a business license or licenses? If so, please provide a copy. _____

9. Please list all persons, including yourself, who have or may have guaranteed debts of the business. _____

10. Please list all equipment, tools and fixtures owned by the business, with approximately values for each. If any of the equipment or other items are under lien or collateral for a loan, please identify the creditor. _____

11. If applicable, please provide a recent list of the inventory of the business, as well as the date when that inventory was taken.