



Dear Prospective Tenant:

In the Tenant Credit App tab you will find the forms necessary to begin the application process to lease space in the shopping center. Please return the completed forms along with the following documents, by email, or by regular Mail to the address below:

- Completed Financial Statement/Application (see form);
- Signed Credit Inquiry Release (see form);
- 2 years of your last filed federal tax returns, personal and business;
- Personal and business bank statements confirming cash on hand for past 3 months;
- Commitment Letter from Lender (if applicable);
- Copy of valid Driver's License

Please email or fax all documents to my attention, including in subject line the proposed tenant name, center name, and suite number. We will process the application as soon as we receive the items listed above. If the application is approved, the appropriate lease document will be drafted and sent to you for review.

The assignment/sublet of a current lease will require payment by Assignor and/or Assignee of a one-time Assignment Fee, as well as, any other additional charges required under the Lease.

Also, please review the copy of the Fair Credit Reporting Act, and Summary of Your Rights Under the FCRA.

Thank you for your assistance in this regard. Please let me know if you have any questions.

Sincerely,

Lisa Alexander
VP Lease Administration & Legal
TenantCreditApp@ShopOne.com
(567) 209-2311

Credit Report Fee Due for each Applicant: \$75.00

Payable to:

ShopOne Centers REIT, Inc.
Attn: Lease Administration
10100 Waterville Street
Whitehouse, Ohio 43571