



LEASE ASSIGNMENT CRITERIA

SELIG ENTERPRISES, INC. REQUIRES THE FOLLOWING **AT LEAST 60 DAYS PRIOR** TO REVIEWING ANY REQUEST FOR AN ASSIGNMENT OF LEASE:

1. **Processing Fee.** Please check the original Lease Agreement under the Assignment paragraph to determine if a processing fee is required and the amount. Our typical processing fee is \$500.00. Please make all checks payable to the Landlord as listed on the original Lease Agreement. The processing fee is **non-refundable** and must be received by the Landlord **prior** to the review of any documents from the proposed Assignee.

2. **Assignor's Deposit:** Please check the original Lease Agreement under the Assignment paragraph to determine if an Assignor's Deposit is required and the amount. If applicable, it will be deposited with the Landlord at the time of execution of the Lease Assignment Agreement. This Deposit shall be held for one (1) year and will be applied towards any outstanding amounts that may become due from Assignor after the Assignment Date. (For example, water charges, sanitation charges, etc. that may have accrued prior to the Assignment Date but have not yet been billed.) Our typical Assignor's Deposit is \$500.00. The check should be made payable to the Landlord as listed on the original Lease Agreement.

3. Please provide the name, home address, telephone number and e-mail address of the proposed Assignee:

Name: _____

Address: _____

Phone: _____ Email: _____

4. RESUME

Please provide resume of industry experience, if start-up

5. FINANCIAL INFORMATION:

If Assignee is a corporate entity, please submit a corporate **Financial Statement/Balance Sheet and/or Annual Report along with a Corporate Tenant Information Sheet.**

If Assignee is an individual, please complete the attached **Personal Financial Statement and Personal Tenant Information Sheet.**

6. Will the Trade Name be changed? Yes or No
If Yes, please provide new Trade Name: _____

Note financial forms are available on our website at www.seligenterprises.com

Please note that the account, including Gross Sales Reports, if applicable, must be current prior to the Landlord's review of the Assignment document for approval and execution. A Cashier's Check will be required to satisfy any outstanding balance on the account prior to the Landlord's execution of the Assignment document.