

## QUALIFICATION REPORT GUIDELINES

The following information is provided to assist you in completing the Qualification Report to be submitted to Dart Retail, Inc.. The Qualification Report form is not a contract. Completion of the form does not obligate you in any way.

### I. PERSONAL DATA

Please provide the information requested, showing the information for the primary applicant. If you are married, you should include the information about your spouse.

### II. EMPLOYMENT AND BUSINESS DATA

1. Please provide the information requested pertaining to the primary applicant. If similar information for your spouse should be considered by Dart Retail, Inc. provide that information also.
2. Provide employment record information for both the primary applicant and spouse.
3. Provide previous business and employment information for primary applicant (and spouse if pertinent).

### III. FINANCIAL DATA

#### 1. ASSETS

- a. **Cash on Hand and in Banks** – This line should include only the cash you presently have in the bank in your personal name. Do not include any amounts which would be included in any other line item.
- b. **U.S. Gov. Securities** – This line should include only United States Government issued securities such as treasury bonds. These items should be shown at their present cash value, not their face value or value at some future date.
- c. **Listed Securities** – This line should include only securities (stocks and bonds), which are currently listed on public stock exchanges, such as NYSE or NASDAQ.
- d. **Unlisted Securities** – This line should include securities (stocks and bonds), which have been issued by private companies, not listed on public exchanges. Such securities should be listed at their present value if they were to be sold on the open market, not the price you may have paid for such securities.
- e. **Accounts and Notes Receivable from Friends and Relatives** – This line should include only loans you have made to your friends and relatives, but only if these loans are truly collectable within a reasonably short period of time (less than one year). If you cannot reasonably expect to be paid for a loan, do not include it.
- f. **Accounts and Notes Receivable from Others** – This line should include only loans made to persons other than friends and relatives, but only if these loans are truly collectable within a reasonably short period of time (less than one year). If you cannot reasonably expect to be paid for a loan, do not include it.
- g. **Accounts and Notes Receivable, Doubtful** – This line should include those loans you have made which you may not be able to collect.
- h. **Market Value of Your Home** – This line should include only the value of the home owned by you personally today. List value based on today's fair market value, the price at which you could reasonably sell the property today, not necessarily the price you paid for the property.
- i. **Other Real Estate Owned** – This line should include only real estate owned by you personally other than your home. List total value based on today's fair market value, the price at which you could easily sell the property today, not necessarily the price you paid for the property.
- j. **Real Estate Mortgages Receivable** – This line should include only mortgage loans you have made to others and which are secured by real estate.
- k. **Automobiles and Other Personal Property** – This line should include the present value of personal property such as home furnishings, jewels, furs, etc. List at reasonable value at which you could sell the property today, not the price you paid for the property.
- l. **Cash Value Life Insurance** – This line should only include the cash value of any life insurance you own personally. This is not the face value of the policy. A life insurance policy with a face value of \$100,000 may have a cash value of only a few dollars. Generally, term life insurance has a zero cash value.
- m. **Other Assets** – Include here any other assets not listed above with explanations.
- n. **Total Assets** – Total all asset items above.

#### 2. LIABILITIES

a. **Notes Payable to Banks, Secured** – This line should include the total of notes you owe to banks or other lenders and which are secured. This security may be an automobile, furniture, etc. Do not include your home or other real estate loans.

b. **Notes Payable to Banks, Unsecured** – This line should include only notes you owe to banks or other lenders, which are not secured, such as a “signature loan”.

c. **Notes Payable to Relatives** – This line should include only notes you owe to family members, secured or unsecured.

d. **Notes Payable to Others** – Include here any additional notes you owe to anyone not listed above.

e. **Accounts and Bills Due** – This line should include the total of all current bills which are due within 30 days, include all credit card debt. Do not include mortgages, as they are listed separately.

f. **Unpaid Income Tax** – This line should include any local, state, or federal income taxes, which you owe and have not yet paid, including any interest and penalties, which have been added.

## 2. LIABILITIES (Cont.)

g. **Other Unpaid Taxes and Interest** – This line should include any local, state, or federal income taxes, which you owe and have not yet paid, including any interests and penalties, which have been added.

h. **Real Estate Mortgages Payable on Your Home** – This line should include only the balance owed on your home mortgage, not the current monthly payment.

i. **Real Estate Mortgages Payable on Other Property** – This line should include only the total of all real estate mortgages you owe, other than your home mortgage, not the current monthly payment.

j. **Chattel Mortgages and Other Liens Payable** – This line should include all other miscellaneous mortgages or other similar debts you have.

k. **Other Debts** – List here any other debts you may have not listed above.

l. **Total Liabilities** – Total all Liability items above.

3. **NET WORTH** – Your net worth equals your Total Assets minus your Total Liabilities. Subtract your Total Liabilities from your Total Assets to get your Net Worth. (If your Total Liabilities are greater than your Total Assets, you will have a negative Net Worth).

4. **BANKRUPTCY** – If you or your spouse has ever declared bankruptcy, indicate the date and place. If any investors have ever declared bankruptcy, that must be disclosed on their Qualification Report.

## IV. ABOUT YOU

1. Provide the requested information about the primary applicant.

2. Read the statements above the signature lines. Note that by submitting this Qualification Report to Dart Retail LLC you are authorizing Dart Retail LLC to request a credit report about you.

3. Sign and date the Qualification Report.

Fax or mail the report to the address on the form.

Dart Retail Advisors, Inc.  
1268 Creekside Terrace  
Smyrna, GA 30082  
(770) 356-1976 Phone

## I. Personal Data

Your Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Spouse's Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
How Long at this Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Number of Dependents: \_\_\_\_\_ Ages: \_\_\_\_\_

**Education:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Professional Affiliations: \_\_\_\_\_  
\_\_\_\_\_

---

### Character References: *other than employer or relative*

Name	Address/Phone	Years Known
1.	_____	_____
2.	_____	_____

## II. Employment & Business Data

Are you self-employed? \_\_\_\_\_ *If yes, please complete the following:*

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: Zip Code: \_\_\_\_\_  
Type of Business: \_\_\_\_\_  
Your Title: \_\_\_\_\_ Yearly Salary: \_\_\_\_\_  
Number of Employees: \_\_\_\_\_ Years in Business: \_\_\_\_\_

### Employment Record:

	Self	Spouse
Current Firm:	_____	_____

Address:	Address:
City/State/Zip:	City/State/Zip:
Position/Title:	Position/Title:
Present Salary:	Present Salary:
Year Started:	Year Started:
to	to
Description of Work:	Description of Work:

**Previous Business Employment (list in chronological order)**

Firm	Address	From	To	Position	Annual Gross Income

**III. Financial Data (present Financial status)**

**Assets**

**Liabilities**

Cash on hand in banks	\$	Notes payable to banks secured	\$
US Gov. Securities	\$	Notes payable to banks unsecured	\$
Listed Securities - Current Market Value	\$	Notes payable to relatives	\$
Unlisted Securities	\$	Notes payable to others	\$
Accounts and notes receivable due from friends & relatives	\$	Accounts and bills due	\$
Accounts and notes receivable due from others – (good)	\$	Unpaid Income Tax	\$
Accounts and notes receivable due from others – (doubtful)	\$	Other Unpaid Taxes & Interest	\$
Market value of your home	\$	Real estate mortgage payable – Your home	\$
Other real estate owned	\$	Real estate mortgage payable – other property	\$
Real estate mortgage receivable	\$	Chattel mortgage and other	\$

		liens payable	
Automobile and other personal property	\$	Other debts – itemized	\$
Life Insurance – Cash Value	\$		\$
Other Assets – Itemize	\$		\$
	\$		\$
<b>Total Assets</b>	\$	<b>Total Liabilities</b>	\$
		<b>Net Worth</b> (assets minus liabilities)	\$

Have you, your spouse or any investor ever declared bankruptcy? \_\_\_YES \_\_\_NO

If so, where and what date? (attach explanation) \_\_\_\_\_

If additional funds are required for this business are they available to you? \_\_\_\_\_

Explain(SBA Loan, Line of Credit, etc.: \_\_\_\_\_

Do you plan to have a partner? \_\_\_\_\_ If so, will the partner be active? \_\_\_\_\_

Do you plan to have an investor? \_\_\_\_\_ If so, to what extent? \_\_\_\_\_

\*Please note: Partners or Investors will be required to complete a separate Qualification Report.

I certify by offering this application to Dart Retail LLC that (a) the above information is complete and accurate, (b) I have never been convicted of a felony, and (c) I have never pleaded nolo contendere to a felony.

It is understood that the purpose of this questionnaire is for general information. It is, however, understood that Dart Retail LLC relies on these facts in assessing the desirability and qualifications of the applicant. I authorize Dart Retail LLC and/or its agents to verify this information and to perform due diligence as needed including requesting credit reports. This is not a contract and thereby does not incur any obligation on either party.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dart Retail Advisors, Inc.  
1268 Creekside Terrace  
Smyrna, GA 30082  
(770) 356-1976 Phone

**DART RETAIL ADVISORS, INC.**

**CREDIT VERIFICATION CONSENT FORM**

I hereby authorize **Dart Retail Advisors** to order a credit report on my behalf.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE : \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SSN:

\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE:

\_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PURPOSE OF CREDIT REPORT: **PROSPECTIVE TENANT**

**CREDIT REPORT REQUESTED BY:**

**TENANT INFORMATION**

NAME OF FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_

NAME OF INDIVIDUAL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

TAX I.D. NUMBER: \_\_\_\_\_

The following information must be Provided. It will be held in strictest confidence. (Attach copy of Articles of Incorporation)

OWNERSHIP: CORPORATION \_\_\_\_\_ PARTNERSHIP \_\_\_\_\_ INDIVIDUAL \_\_\_\_\_

PLEASE PROVIDE NAME OF PRINCIPALS, POSITION, ADDRESS AND PHONE.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IN CASE OF EMERGENCY whom should we contact? (Besides yourself or employees)

\_\_\_\_\_

I/WE CERTIFY THAT ALL THE INFORMATION ON THIS FORM IS CORRECT.

\_\_\_\_\_

TITLE

TITLE

DATE