



Assignment of Lease Checklist

Provide, with your application, business plan, financial statements and credit release forms:

- Copies of last two (2) years' tax returns – both personal and business
- Check /Money Order for OFAC and Credit Check
 - One (1) check for \$40.00, per each applicant, made payable to property associated with the business.
(It is a legal requirement to run a terrorist background check (OFAC) additionally to the standard credit check.)
 - If you want to pay in cash, you may bring the funds to our office and we will issue a receipt upon payment. No cash will be accepted via USPS mail.
- Escrow instructions (include all escrow agent contact information i.e., name, email, phone)
- Source of funds verifying where the down payment is from - bank statement, money market funds, etc.
- Two (2) months current copies of the bank statements
- Bill of Sale or Purchase Agreement if applicable
- Include the selling price of the business