



7806 Charney Lane, Boca Raton, FL 33496 / (561) 483-2030 / (561) 483-2959 Fax Sam@SusiEnterprises.com

Memo

TO: Tenants
FROM: Samuel Susi
RE: Update Your Contact Information and Insurance Certificates

UPDATED CONTACT INFORMATION

BUSINESS NAME: _____
EMERGENCY CONTACT: _____
BUSINESS TELEPHONE: (____) _____
MOBILE TELEPHONE: (____) _____
HOME TELEPHONE: (____) _____
FAX NUMBER: (____) _____
E-MAIL ADDRESS: _____

INSURANCE CERTIFICATE

Please request that your insurance agent provide us with a current Certificate of Insurance confirming the following coverages: General comprehensive liability insurance with limits of not less than \$1,000,000 as to personal injury or death and \$100,000 with respect to property damage. Please have the following entities listed as additional insureds:

Aberdeen Plaza, L.C. and Susi Enterprises, Inc.
c/o Samuel Susi 7806 Charney Lane Boca
Raton, FL 33496

Please complete this form and mail it back to us with your next monthly rental payment. Thank you for your anticipated cooperation and prompt response to this request.



Requirements for New Tenants

The following must be provided by prospective tenants:

1. Completed Financial Statement (Please use our form which is 2 pages).
2. Completed Contact and Information Form (Please use our form which is 1 page).
3. Complete Legal Name of Tenant. If it is an entity, then copies of the organizational documents of the entity as filed with the Florida Secretary of State.
4. Last two years' business (if applicable) and personal income tax returns.
5. Legible copies of driver's license for both spouses.
6. Social security numbers for both spouses.

The above information can be sent to:

Susi Enterprises, Inc.
7806 Charney Lane
Boca Raton, FL 33496
(561) 483-2959 – fax

[Our Preferred Method for Document Delivery is Email:](#)
Sam@SusiEnterprises.com or Misty@SusiEnterprises.com

Once the information is received, we will then run credit reports and review the financial data. Assuming everything is acceptable and your credit is approved, we will prepare the lease and forward it to you for your review and comment.

If the tenant under the lease is an entity, you and your spouse (if married) will be required to guaranty the lease. We will also prepare the guaranty and provide it along with the draft of the lease.

Even though we prepare and forward to you a draft of the Lease, we are in no event bound by the terms and conditions of the Lease, nor obligated to reserve the space for you, unless and until the owner of the property where you seek to lease space has fully executed the Lease and delivered a fully executed original to you.

If you have any questions, please call Sam Susi or Misty Meloni at (561) 483-2030.

Thank you.

SUPPLEMENTARY SCHEDULES

NO. 1 BANKING RELATIONS (A list of all my bank accounts, including savings and loans.)

Name and location of Bank	Cash Balance	Amount of Loan	Maturity of Loan	Payment Amount	How endorsed, guaranteed or secured (Collateral)
	\$ -	\$ -		\$ -	
	\$ -	\$ -		\$ -	
	\$ -	\$ -		\$ -	
	\$ -	\$ -		\$ -	
	\$ -	\$ -		\$ -	

NO. 2 ACCOUNTS, LOANS and NOTES RECEIVABLE (A list of the largest amounts owing to me.)

Name and address of Debtor	Amount Owing	Age of Debt	Description of Nature of Debt	Description of Security Held	Payment Date
	\$ -				
	\$ -				
	\$ -				
	\$ -				

NO. 3 LIFE INSURANCE

Name of Person Insured	Name of Beneficiary	Name of Insurance Co.	Type of Policy	Face Amount	Cash Value	Loans against policy	Amt. of premium	Is Policy Assigned?
				\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	
				\$ -	\$ -	\$ -	\$ -	

NO. 4 U.S. GOVERNMENT SECURITIES, LISTED STOCKS AND OTHER SECURITIES

Face Value (Bonds) No. of Shares (Stocks)	Description of Security	Registered in Name of	Cost	Present Market Value	Income Received Last Year	To Whom Pledged
			\$ -	\$ -		
			\$ -	\$ -		
			\$ -	\$ -		
			\$ -	\$ -		
			\$ -	\$ -		

NO. 5 UNLISTED STOCKS, UNLISTED SECURITIES & OTHER INVESTMENTS

Held in Name(s) of:	Description, including maturities	Cost	Market Value
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -

NO. 6 REAL ESTATE OWNED

Address	Title in Name(s) of	Assessed Value	Market Value	First Mortgage Balance	Second Mortgage Balance	Monthly Payment Amount	Taxes Paid Through
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	

NO. 7 BROKERS MARGIN ACCOUNTS. List the names and addresses of the brokers and indicate the net amount due to each:

The information contained in this statement is provided for the purpose of leasing space from you (or entities you represent) on behalf of the undersigned, or persons, firms, or corporations in whose behalf the undersigned may either severally or jointly with others, execute a guarantee in your favor (or entities which you control or represent). Each undersigned understands that you are relying on the information provided herein (including the designation made as to ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants that the information provided is true and correct and that you may consider this statement as continuing to be true and correct until a written notice of change is given to you by the undersigned. You are authorized to make all inquiries you deem necessary to verify the accuracy of the statements made herein, and to determine my/our creditworthiness. You are authorized to answer questions about your credit experience with me/us.

Attach Last Two Years' Personal Income Tax Return with This Financial Statement

Date Signed _____ **Signature (Primary)** _____

Social Security No. _____ Date of Birth _____

FL Driver's Lic. No. _____
(Copy Attached)

Signature (Spouse) _____

Social Security No. _____ Date of Birth _____

FL Driver's Lic. No. _____
(Copy Attached)