

**The Lease**

Monthly rent amount \_\_\_\_\_

Term (with available options) \_\_\_\_\_

Lessor (Name, address, phone, contact) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can the lease be assumed (or is new lease needed.) \_\_\_\_\_

What insurance is required? \_\_\_\_\_

What are the maintenance responsibilities? \_\_\_\_\_

What are the additional charges for:  
Common area maintenance (CAM) \_\_\_\_\_  
Taxes \_\_\_\_\_  
Insurance \_\_\_\_\_  
Other \_\_\_\_\_

Is there percentage of sales due as additional rent. \_\_\_\_\_

Notes:

Empty box for notes.

## Legal, Regulatory and Environmental

Ask the business owner: Does the business have any of the following (explain in detail as necessary):

- Pending litigation
- Unresolved insurance claims
- Back wages due
- Any product liability exposure
- Unpaid medical or insurance premiums

Are there any violations now pending with or under investigation by the following agencies.

- Health Department
- Fire Department
- Building Inspector
- Zoning Commission
- State Alcoholic Beverage Department
- Environmental Agency
- Police Department
- Department of Employment
- Internal Revenue Service
- State Tax Authorities

Does the business have any problems in areas regulated by any of the following:

- Occupation Safety and Health Act
- Clean Air Act
- Noise Pollution Control
- Clean Water Act
- Federal Water Pollution
- National Environmental Policy Act
- Resource Conversation and Recovery Act

Does the business include the disposing of any hazardous waste. \_\_\_\_\_

- Is there any other legal, regulatory or environmental situation involving the business not covered above?

**Employees**

Who are the key employees, their responsibilities and compensation and would they be willing to stay with a new owner:

1.

2.

3.

4.

5.

Are any of the employees overpaid or underpaid. \_\_\_\_\_

Are there enough employees or too many. \_\_\_\_\_

Is the payroll done in-house or by an outside firm. \_\_\_\_\_