



## **LEASE ASSIGNMENT CRITERIA**

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

1. **\$500.00 Processing Fee.** Please make all checks payable to the Landlord. 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. **\$500.00 Assignment Deposit.** Assignor shall be required to deposit with Landlord the sum of Five Hundred and No/100 (\$500.00) Dollars at the time of execution of the proposed Lease Assignment. 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 have accrued prior to the Assignment Date but have not yet been billed.)
3. Name, address, telephone number and e-mail address of the proposed Assignee.
4. Forwarding address of Assignor.
5. If proposed Assignee is a corporate entity, a Financial Statement, Annual Report and Corporate Tenant Information Sheet\*.
6. If proposed Assignee is an individual, a Personal Financial Statement\* and Personal Tenant Information Sheet\*.
7. Proposed Assignee shall advise Landlord of any change in the Tenant's Trade Name on the Lease.

\*Forms Available on Selig Enterprises, Inc. Web Site ([www.seligenterprises.com](http://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.**