

BUSINESS SITE LEASE REVIEW CHECKLIST

Name (Lessee): _____

- Lease documents along with a clear and legible legal land (survey plat) description
- Executive Summary
- Chapter Resolution, if required
- Certificate of Good Standing, if required
- Procurement Clearance
- Environmental Summary
- Appraisal report, if the gross receipt is over \$1M dollars, if not a MDR Summary
- Approving Committee's Resolution
- Corporate or partnership documents, if required
- Administrative fees (Section 2.4)
- Other

Note: _____
