D-SRC Leasing Portfolio Checklist

Showcase your readiness and make your first impression with landlords a memorable one with a leasing portfolio on hand complete with the following:

Category	Items	Why Your Landlord May Request This?
Documentation	Business Insurance	To ensure your company has liability protection in the event of unforeseen circumstances
D-SRC Comprehensive Business Plan(s)	Executive Summary	To learn more about the company, and its products; the professional background(s) of the owners/managers; and your proposed operations to ensure the space is a good fit for your needs.
	Ownership and Management Description	
	Current and Future Operations Strategy	
	Sales, Profits, and Projections Description	
	Market Analysis	
	Marketing Plan	
	Retail Specifications and Developement Plans	
	Appendix w/ Verifiable Supplemental Documentation	
Business Financials	Business Bank Account Statement	For income verification. Most commercial landlords prefer business tenants who already have consistent, stable revenues and are earning more than 3x the monthly lease costs.
D-SRC Financial Projections	Sources and Uses Budget/Startup Costs Budget	To gain a complete understanding of the renovations to take place at the location and the earning potential of your completed new retail space
	1-Year Monthly Financial Projections	
	5-Year Annual Financial Projections	
Personal Financial Information	1-3 Months Personal Income Statements	For income verification. Some but no all commercial landlords may conduct a credit check to assess your personal payment history.
	Personal Credit Report(s)	
Branding	Product Photos or Samples	Photos and/or samples of your brand, products, and services should provide a clear illustration of the product being sold and it's quality
	Design and Branding Plans	Photos of any interior/exterior design aspirations should provide a clear illustration of your company's aesthetic vision in the space.

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