

**REAL ESTATE DEPARTMENT CHECKLIST
DOCS TO OLS**

Date: _____

To: _____

From: _____, Real Estate

Re: **Parish:** _____ **Building:** _____

Tenant: _____

Please check off items included in file to be sent to OLS

N/A Inc.

- Term Sheet**
- Current/Old Lease & Amendments (Renewals) if applicable**
- Leases/Licenses & Amendments of other Tenants in Parish if applicable**
- List of other parish groups in Premises if applicable**
- Floor Plan or Sketch showing portion of building being leased by Tenant, if leasing only part of the building.**
- Parish Footprint (Site Map)**
- Parish Aerial with indication of parish property boundaries and lots applicable to leased premises or total parish buildings (from googleearth)**
- Verification of tenant good standing Comment:**
- Exhibit**
- Other:**
- Comments:**

Date Docs Assembled _____

Assembled by: _____

Docs Reviewed by: _____

Date Docs Reviewed: _____

Date Docs to Legal: _____

Sent to Legal by: _____