

### Proposer Information Form

The following information is provided to the Metropolitan Transportation Authority ("MTA") Real Estate Department in connection with the submittal of a proposal to lease or license space. The acceptance by MTA of this Proposer Information Form does not constitute an offer by the MTA or any affiliate or subsidiary thereof. Please attach additional sheets as necessary. **Please print or type.**

<b>MTA Property</b>	Parcel Number (if applicable)	Proposed Use
	Property Address	

<b>Proposer Information (if a sole proprietor)</b>	Name	Social Security No.	-	-
	Street			
	City	State	Zip	
	Telephone	Telephone (alternate)		

<b>Proposed Business</b>	Name of Business			
	Street			
	City	State	Zip	
	Telephone	Telephone (alternate)		

Type of business:

Corporation     Joint Venture     Partnership     Limited Liability Corporation     Sole Proprietor

Year Formed \_\_\_\_\_

Federal Tax ID No. \_\_\_\_\_ State of Formation \_\_\_\_\_

Name of the business's president or most senior executive \_\_\_\_\_

Name of the business's chief financial officer or treasurer \_\_\_\_\_

**Information Relating to Affiliates**

Below, list all Affiliates of the proposer and provide the requested information for each Affiliate. Add additional pages if necessary. An "Affiliate" of a proposer is any entity that

- (a) directly or indirectly or owns more than a 30% equity interest in such proposer, or
- (b) otherwise directly controls proposer, or
- (c) is controlled by, or has more than a 30% equity interest which is owned by or for the benefit of either
  - (i) such proposer, or
  - (ii) any person (or any member of the immediate family (i.e., spouse, father, mother, brother, sister, children, and stepchildren) of any person) or entity that controls, or owns more than a 30% equity interest in, such proposer.

1	Name	% of Ownership
	Street	
	City	State      Zip
	Telephone	Telephone (alternate)

### Proposer Information Form

**Information  
Relating to  
Affiliates  
(cont'd.)**

2 Name \_\_\_\_\_ % of Ownership \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone (alternate) \_\_\_\_\_

3 Name \_\_\_\_\_ % of Ownership \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If, applicable, list below the name(s) of Principal(s) who will provide any guaranty or guaranties to the proposed lease or license

1 Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone (alternate) \_\_\_\_\_

2 Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone (alternate) \_\_\_\_\_

3 Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone (alternate) \_\_\_\_\_

Has the proposer or any of its principals done business under any other name within the past three years?  Yes  No

Is the proposer owned or controlled by any other organization or business entity?  Yes  No

Does the proposer own more than 30% of any other organization or business entity?  Yes  No

If yes was checked for any of the above, provide the following information for each organization, corporation, or business:

1 Name of Business \_\_\_\_\_  
 Federal Tax ID No. \_\_\_\_\_ Owner/Manager Name \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Telephone (alternate) \_\_\_\_\_

### Proposer Information Form

**Information  
Relating to  
Affiliates  
(cont'd.)**

2 Name of Business \_\_\_\_\_

Federal Tax No. \_\_\_\_\_ Owner/Manager Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Telephone (alternate) \_\_\_\_\_

3 Name of Business \_\_\_\_\_

Federal Tax No. \_\_\_\_\_ Owner/Manager Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

List gross receipts of each business for the past three years. Attach copies of Federal Income Tax returns.

1	Name of Business	Gross Receipts \$	Year
		Gross Receipts \$	Year
		Gross Receipts \$	Year
2	Name of Business	Gross Receipts \$	Year
		Gross Receipts \$	Year
		Gross Receipts \$	Year
3	Name of Business	Gross Receipts \$	Year
		Gross Receipts \$	Year
		Gross Receipts \$	Year

**Other Leases  
or Licenses  
with MTA and  
its Subsidiaries  
and Affiliates**

List all leases or licenses during the last 5 years between the MTA (and its subsidiaries and affiliates) and the proposer and any Affiliate of the proposer.

1 Name of lessee or licensee \_\_\_\_\_

Location \_\_\_\_\_

\_\_\_\_\_

MTA Agency \_\_\_\_\_

2 Name of lessee or licensee \_\_\_\_\_

Location \_\_\_\_\_

\_\_\_\_\_

MTA Agency \_\_\_\_\_

### Proposer Information Form

**Other Leases or Licenses with MTA and its Subsidiaries and Affiliates (cont'd.)**

3 Name of lessee or licensee \_\_\_\_\_

Location \_\_\_\_\_

MTA Agency \_\_\_\_\_

Describe any lessee or licensee defaults under such lease(s) or license(s).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Business History and Experience**

List all relevant business experience

1	Name of Company _____	From _____	To _____
	Type of Business _____	Your Title _____	
	Street _____		
	City _____	State _____	Zip _____
2	Name of Company _____	From _____	To _____
	Type of Business _____	Your Title _____	
	Street _____		
	City _____	State _____	Zip _____
3	Name of Company _____	From _____	To _____
	Type of Business _____	Your Title _____	
	Street _____		
	City _____	State _____	Zip _____

**Business References**

Provide at least three references from companies with which the proposer, or one or more of its Principals, does business (include at least one vendor).

1	Name of Company _____	From _____	To _____
	Street _____		
	City _____	State _____	Zip _____
	Contact _____	Title _____	Telephone _____

### Proposer Information Form

**Business References**  
(cont'd.)

2	Name of Company	From	To
	Street		
	City	State	Zip
	Contact	Title	Telephone
3	Name of Company	From	To
	Street		
	City	State	Zip
	Contact	Title	Telephone

**Bank References**

Provide at least one reference from a bank with which the proposer (or a Principal) has an account and regularly does business. List all other bank account information that represents the means of financial support for the proposed business.

1	Bank Name	Branch Number or Location	
	Street		
	City	State	Zip
	Name of Bank Officer	Title	
	Telephone No.	Account No.	
	Name on Account		
2	Bank Name	Branch or Location	
	Street		
	City	State	Zip
	Name of Bank Officer	Title	
	Telephone No.	Account No.	
	Name on Account		
3	Bank Name	Branch or Location	
	Street		
	City	State	Zip
	Name of Bank Officer	Title	
	Telephone No.	Account No.	
	Name on Account		

### Proposer Information Form

**Bank References**  
(cont'd.)

Provide at least one bank reference for each guarantor identified on page 2 of this Proposer Information Statement.

1	Bank Name _____	Branch or Location _____
	Street _____	
	City _____	State _____ Zip _____
	Name of Bank Officer _____	Title _____
	Telephone No. _____	Account No. _____
	Name on Account _____	
2	Bank Name _____	Branch or Location _____
	Street _____	
	City _____	State _____ Zip _____
	Name of Bank Officer _____	Title _____
	Telephone No. _____	Account No. _____
	Name on Account _____	
3	Bank Name _____	Branch or Location _____
	Street _____	
	City _____	State _____ Zip _____
	Name of Bank Officer _____	Title _____
	Telephone No. _____	Account No. _____
	Name on Account _____	

**Available Financing**

Provide information about lines of credit, or other sources of financing, available to undertake required improvements and fulfill annual rental obligations.

1	Name of Source _____	
	Street _____	
	City _____	State _____ Zip _____
	Available Amount of Financing \$ _____	Interest Rate _____
	Telephone No. _____	Account No. _____
	Letter Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Proposer Information Form

**Available Financing**  
(cont'd.)

2 Name of Source \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Available Amount of Financing \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Account No. \_\_\_\_\_  
 Letter Attached?  Yes  No

3 Name of Source \_\_\_\_\_  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Available Amount of Financing \$ \_\_\_\_\_ Interest Rate \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Account No. \_\_\_\_\_  
 Letter Attached?  Yes  No

**Items to be Sold**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Proposed Staffing**

Indicate proposed staffing during business hours. Provide an entry for each change in the number of personnel during these hours.

Day(s)	Hour(s)	No. Personnel	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____
Day(s)	Hour(s)	No. Personnel	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____
Day(s)	Hour(s)	No. Personnel	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____
Day(s)	Hour(s)	No. Personnel	Manager at Location: <input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	_____

### Proposer Information Form

**Projected  
Startup Costs**

1 – Architectural Fees	\$	_____	
2 – Construction Costs	\$	_____	
3 – Trade Fixtures	\$	_____	
<b>4 – TOTAL IMPROVEMENTS</b>	<b>\$</b>	_____	add lines 1 to 3

The amount of total improvements on line 4, above, should be entered in section C of the General Affidavit on page 12.

5 – Legal Costs	\$	_____	
6 – Incorporation Fees	\$	_____	
7 – Licensing Fees	\$	_____	
8 – Franchise Fees	\$	_____	
9 – Consulting Fees	\$	_____	
10 – Merchandise Inventory	\$	_____	
11 – Rent During Construction	\$	_____	
12 – Miscellaneous	\$	_____	
<b>13 – TOTAL STARTUP COSTS</b>	<b>\$</b>	_____	add lines 4 to 12



### Proposer Information Form

**Financial Statements:** Provide financial statements (audited, if available) for prospective tenant and each guarantor for the past two full fiscal years. If financial statement are not otherwise available, please provide the following information.

**Assets**

**Funds**

1 – Cash	\$	_____	
2 – Checking	\$	_____	
3 – Savings	\$	_____	
4 – Other	\$	_____	
5 – Subtotal–Funds	\$	_____	add lines 1 to 4

**Receivables**

6 – Trade or Business	\$	_____	
7 – Other	\$	_____	
8 – Subtotal–Receivables	\$	_____	add lines 6 and 7

**Securities**

9 – Stocks	\$	_____	
10 – Bonds	\$	_____	
11 – Other (Pensions, Annuities)	\$	_____	
12 – Subtotal–Securities	\$	_____	add lines 9 to 11

**Fixed Assets**

13 – Equipment	\$	_____	
14 – Other	\$	_____	
15 – Subtotal–Fixed Assets	\$	_____	add lines 13 and 14

**Other Assets**

16 – Trade, Auto	\$	_____	
17 – Life Insurance	\$	_____	
18 – Subtotal–Other Assets	\$	_____	add line 16 and 17
19 – Inventory	\$	_____	
20 – Miscellaneous	\$	_____	
21 – Land and Buildings	\$	_____	
22 – <b>GRAND TOTAL ASSETS</b>	\$	_____	add lines 5,8,12,15, 18-21

**Liabilities**

23 – Payables	\$	_____	
24 – Notes Payable	\$	_____	
25 – Mortgages	\$	_____	
26 – Deferred	\$	_____	
27 – Miscellaneous	\$	_____	
28 – <b>GRAND TOTAL LIABILITIES</b>	\$	_____	add lines 23-27
29 – <b>CAPITAL/NET WORTH</b>	\$	_____	line 22 minus line 28

If the proposer is in the process of being organized and does not yet have assets or liabilities, check here and complete the financial statement on the basis of the Principal(s) personal assets and liabilities that will provide a guaranty. Clearly indicate all sources of capitalization

**Proposer Information Form**


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**Income:  
One-year  
Projection**
**Proposed First Year Business Plan:** Provide projected income and expenses for the first year of the lease or license term.

1 – Estimated Sales/Revenue	\$	
2 – Cost of Goods Sold	\$	
3 – <b>GROSS PROFIT</b>	\$	subtract line 2 from line 1

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**Expenses:  
One-year  
Projection**

4 – Wages, Salaries	\$	
5 – Rent	\$	
6 – Telephone	\$	
7 – Gas	\$	
8 – Electricity	\$	
9 – Interest on Loan	\$	
10 – Advertising	\$	
11 – Postage	\$	
12 – Travel	\$	
13 – Vehicle Expense	\$	
14 – Payroll Taxes	\$	
15 – Other Taxes	\$	
16 – Supplies	\$	
17 – Legal Fees	\$	
18 – Accounting Fees	\$	
19 – Insurance	\$	
20 – Repairs	\$	
21 – Equipment Rental	\$	
22 – Depreciation	\$	
23 – Other	\$	
24 – <b>TOTAL EXPENSES</b>	\$	add lines 4 through 23
25 – <b>ESTIMATED PROFIT (LOSS)</b>	\$	subtract line 24 from line 3

### Proposer Information Form

**Projected Sales for Lease or License Term**

Provide projected sales for the lease or license term **after** the first year (include only those years during the proposed lease or license term).

Year 2	\$	
Year 3	\$	
Year 4	\$	
Year 5	\$	
Year 6	\$	
Year 7	\$	
Year 8	\$	
Year 9	\$	
Year 10	\$	

**Responsibility Related Questions**

- Has the proposer or any Affiliate thereof ever been barred from bidding on contracts, or declared not responsible by any city, town, village, county, state, or federal public entity?  Yes  No
  
- Are any outstanding liens pending against the proposer or any Affiliate thereof?  Yes  No
  
- Are any judgments outstanding against the proposer or any Affiliate thereof?  Yes  No
  
- Is any suit or other legal action pending against the proposer or any Affiliate thereof?  Yes  No
  
- Has the proposer or any Affiliate thereof been adjudged bankrupt, voluntarily or involuntarily, under any provision of the Bankruptcy Law, executed an assignment for the benefit of creditors, or abandoned a business without satisfying its outstanding debts?  Yes  No
  
- Has the proposer or any Affiliate thereof ever been convicted of a felony?  Yes  No

If yes to any of the above, please provide all details below.

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## Proposer Information Form

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### General Affidavit

### Representations, Warranties, Covenants, and Consent to a Credit Review

By executing this Proposer Information Form, the undersigned represents and warrants the following.

- A. The undersigned has received and read the entire Request for Proposals, has acquainted itself/himself/herself with all matters therein referred to in connection with this proposal, will accept the premises “as-is” and will secure any necessary permits and licenses pertaining to the operation of, or the making of any improvements to, the site. The undersigned acknowledges that the MTA makes no representation or warranties as to the information supplied herein or the type of use or development permitted at each location.
- B. The undersigned acknowledges that improvements and other work (1) may not be carried out without the prior approval of the MTA, (2) will become the property of the MTA, and (3) must conform to appropriate health, safety, fire, and building codes, as required.
- C. Neither the undersigned nor any Affiliate of the undersigned is in arrears in the payment of amounts due to the MTA or any of its affiliated agencies or the State of New York or the City of New York or any instrumentality thereof.
- D. The undersigned is of lawful age.
- E. No person, firm, or corporation other than herein above named has any interest in this proposed lease or license agreement.
- F. By executing this Proposer Information Form, the undersigned represents and warrants that:
  - (i) The compensation and other terms of this proposal have been arrived at independently without any agreement, collusion, consultation, or communications intended to restrict competition.
  - (ii) Unless otherwise required by law, the compensation and other terms quoted in this proposal have not been knowingly disclosed by the undersigned or any other individual and, before the proposal is opened, shall not knowingly be directly or indirectly disclosed by the prospective tenant or licensee or any other individual or by or on behalf of the proposer to any other proposer or to any competitor; and
  - (iii) No attempt has been made or will be made by the undersigned or by any other individual or by or on behalf of the prospective tenant or licensee to induce any other person, partnership, corporation, or other entity to submit or not to submit a proposal, for the purpose of restricting competition.
- G. The undersigned represents and warrants that no elected representative or other officer or employee or person whose salary is payable in whole or in part from the Federal Government or State or City of New York, and no member officer or employee of the Metropolitan Transportation Authority or any affiliate or subsidiary thereof is directly or indirectly interested in this proposal or in the proposed lease or license agreement to which it relates or will have an interest in any of the profits thereof.
- H. The undersigned declares under the penalties of perjury provided for by Article 210 of the New York Penal Law that the undersigned has read fully and understands all of the terms and conditions of this Request for Proposals and all of the foregoing questions in the Proposer Information Form and the Rent Proposal Form or Proposed Compensation Form. The answers and statements herein including, without limitation, the Proposer Information Statement and the Credit Authorization, are to the best of the undersigned's knowledge and belief true, correct, and complete. The undersigned agrees that in the event that circumstances reflected by the answers herein change, the undersigned will promptly notify the Real Estate Department of the Metropolitan Transportation Authority in writing by certified mail. The undersigned also understands that a misstatement, omission, or failure to update information may be cause for the Metropolitan Transportation Authority not to award to the proposer, or its current principals, the proposed lease or license, and may have the effect of precluding persons or entities from doing business with the Metropolitan Transportation Authority or its affiliates or subsidiaries in the future.

## Proposer Information Form

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By executing this Proposer Information Form, the undersigned authorizes the Metropolitan Transportation Authority or its designated agent or contractor to conduct a credit and reference investigation of the proposer and its Affiliates. This authorization includes commercial and financial institutions, credit reporting agencies and present and former customers, including without limitation the entities described in this Proposer Information Statement.

**This Proposer Information Form must be signed below.**

Proposer \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Title \_\_\_\_\_

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public's Signature \_\_\_\_\_

Notary Seal