

TO: Tenant  
FROM: Pam Salsedo, Economic Development Specialist  
DATE: February 11, 1999  
Cc: Joshua Simon  
Frank Kung



Subject: Leasing requirement for financing

Your lease requires that your business provide evidence of adequate financing to move your business to the Swan's location. The information requested below is essential to determine the capacity of your business to raise the necessary capital to cover the costs of moving your business; the purchase of furniture and fixtures; and to cover cash flow for start-up at the new location. Although you may not yet have received a final Relocation Settlement figure from the City, you must still provide the complete information requested below in order to move forward and keep your lease valid. The following information is required to confirm that you will have adequate working capital to operate after the move and to obtain a loan, if needed.

- **Uses of funds:**  
I have attached a work sheet that will serve as a guide to help you identify the type of expenses you can expect to encounter. You may find that some categories do not apply to your type of business and other items have not been included. Please revise this form according to your type of business. Remember to include the expenses you are incurring now that are actually part of your start-up at Swan's. Include all related expenses even if you expect the City's relocation money to cover it.
- **Sources of funds:**  
When you have completed the listing of start-up costs for the new location you need to identify all sources of funds available to pay for these costs. Begin with the City's Relocation settlement, and other funds you have available. Sources of funds may include personal investment (show bank statements or other documentation); partners or other investors (show documentation such as partnership agreement or other commitment). The difference between your total uses of funds and sources of funds is the amount of loan you will need.

At this time we understand that a relocation amount of \$103,000 has been established for your business. Be sure to contact the appropriate people with the City of Oakland to confirm the amount of your relocation settlement as soon as possible.

If a loan is needed there is a very short timeline in which to apply and receive a loan commitment. This must be a very high priority for any business that requires a loan. Without documentation of all funding resources, including loans, in place the lease may become void and we will be required to seek other tenants.

I urge you to complete the documentation requested above as soon as possible. If you need assistance please call me at 510-287-5353 x726.