



SMITH STAG, LLC

One Canal Place | 365 Canal Street | Suite 2850 | New Orleans, Louisiana 70130
Phone 504 593 9600 | Fax 504 593 9601 | www.smithstag.com | mail@smithstag.com

Stuart H. Smith[†]
Michael G. Stag[†]

Lloyd S. Jolibois, Jr., Ph.D.
Catherine B. Cummins
Robert D. McMillin
Sean S. Cassidy[‡]
Joanne M. Ryan

Of Counsel:
Barry J. Cooper, Jr.[‡]
Alan D. Alario, II

[†] Limited Liability Company
[‡] Also Admitted in Texas
[±] Also Admitted in New Jersey

Commercial Rental

Following is a general list of documentation you should begin gathering in preparation of filing your claim. Please make a note of any of the below listed documents for which you do not keep records.

1. Federal income tax returns from 2005 to 2009 with supporting schedules
2. Your estimated loss of revenues for the period of claim submission and the upcoming month
3. Detailed list of additional expenditures incurred related to oil spill mitigation/cleanup to be claimed for this period of submission (these expenditures need to be segregated from ordinary operating expenses)
4. Statements on how the spill has led to loss of income or earnings capacity; explain earning anomalies
5. Back up copy of software, if available (e.g., QuickBooks or Peachtree)
6. Monthly Profit and Loss statements for 2008 through the present
7. Monthly sales & use tax information from 2009 through present with supporting schedules
8. Rent rolls from January 2005 through present
9. Monthly production records from January 2005 through present
10. Documentation for cancelled contracts directly related to Oil Spill and contact information of canceling party
11. Payroll journals March 15, 2010 through present
12. Commissions paid or earned; if not noted on rental agency agreement
13. Note agreement on new loans obtained since the oil spill to assist in daily operations. Any insurance claims the claimant may have already filed for business interruption
14. Information on any offsetting cancellation fee — reduced rental fees Copy of your photo identification
15. Copy of business/commercial license
16. Copy of agreement with Management Company
17. Copy of lease agreement with tenants
18. 2010 Budget, if available