



SMITH STAG, LLC

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Document Request

1. Client's estimated loss of revenues for the period of claim submission
2. 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
3. Summary of any saved expenses in order to mitigate economic loss
4. Statements on how the spill led to loss of income or earnings capacity; explain earning anomalies
5. Map or description of area showing business location and spill impact area
6. Federal income tax returns and all supporting schedules for 2007 through 2009
7. Copy of agreement with rental management company, if applicable
8. Monthly financial statements or rental agency statements for January 2007 through the present. Please provide backup of accounting software if available (i.e. QuickBooks or Peachtree)
9. For hotels, motels, and short-term rental property: Daily and monthly occupancy reports and rates by property from January 2007 through the present period
10. For hotels, motels, and short-term rental property: Monthly cancellation reports/logs including the contact information, cancel date, anticipated arrival date, anticipated rates/revenues, and reason for cancellation from April 20, 2010 through present
11. For hotels, motels, and short-term rental property: Information on any offsetting cancellation fee (i.e. 90% return of rental fee paid - company will keep 10% of booking fee)
12. Copy of commercial/business license (if a business)
13. Copy of your driver's license or photo id
14. Monthly state sales tax returns from January 2009 through the present, if applicable
15. Payroll journals reflecting gross wages by employee for each pay period ended March 15, 2010, through the present, if applicable
16. Commissions paid or earned; if not so noted on rental agency statement or other document
17. Franchise fee information, if applicable
18. Note agreement on new loans incurred since oil spill
19. Any insurance claims the claimant may have already filed for business interruption
20. Copy of lease agreements