



SMITH STAG, LLC

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Hotel/Motel Document Request List

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. Daily and monthly occupancy reports from January 2008 through present
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 & Loss (financial statements) from January 2008 through present
7. Documentation for cancelled contracts directly related to Oil Spill and contact information of canceling party (name and phone)
8. Monthly cancellation reports/logs including the renter contact information, cancel date, anticipated arrival date, unit code and reason for cancellation from April 2010 through present
9. Rate schedules for 2008 through the present
10. Information on any offsetting cancellation fee (i.e., 90% return of rental fee paid - company will keep 10% of booking fee)
11. Commissions paid or earned
12. Note agreement on new loans obtained since the oil spill to assist in daily operations
13. Any insurance claims you may have already filed for business interruption
14. Copy of your photo identification
15. Monthly Sales and use tax returns for 2008 through the present
16. Copy of business/commercial license
17. 2010 budget, if available