



# SMITH STAG, LLC

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<sup>†</sup> Limited Liability Company  
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## Rental Unit Document Request

Documentation will be required for each rental unit separately.

1. Federal income tax returns and all supporting schedules (i.e. depreciation schedules) for 2007 through 2009
2. Copies of letters of cancellations caused by spill damage
3. 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
4. Monthly financial statements or rental agency statements for January 2007 through the present
5. Statements on how the spill led to loss of income or earnings capacity; explain earning anomalies
6. Daily and monthly occupancy reports by property from January 2007 through the present
7. Schedule of standard nightly and/or weekly rental rates
8. Monthly State sales tax returns from January 2007 through the present
9. Commissions paid or earned; if not so noted on rental agency statement
10. Current agreements between the property management company and the unit owner
11. Proof of ownership.
12. Payroll journals reflecting gross wages by employee for each pay period ended March 15, 2010, through the present, if applicable
13. Any insurance claims the claimant may have already filed for business interruption
14. Information on any offsetting cancellation fee (i.e. 90% return of rental fee paid - company will keep 10% of booking fee)
15. Additional cost and expenses incurred to mitigate damages