

Navajo Nation Shopping Centers, Inc.

Business Lease Process:



NAVAJO
NATION
SHOPPING
CENTERS
INCORPORATED

1. Interested business person submits letter of interest.
2. Written response from NNSCI indicating available spaces w/locations.
 - Sends Tenant Application
 - Business Plan outline
3. When Tenant Application is received back, a credit check is done on applicant.
4. Review credit report.
5. Appraisal requested for fair market value of space or building.
6. Summary Lease Offer prepared for CEO's review and approval.
 - Summary indicates Shopping Center, Size of space, Tenant, Use, Primary Lease Term, Base Rent, Option, % Rent, CAM Expenses, Landlord's work with cost estimate, Tenant work, Exclusion, Navajo or Non-Navajo owned.
7. Letter of Intent to interested business person.
 - Information from Summary Lease Offer transferred to this Letter
 - Letter indicates timeline to accept/reject offer.
8. Letters to Navajo Nation Credit Services, Accounts Receivable, Division of Economic Development, Navajo Tax Commission for procurement check on applicant(s).
 - Departments respond in writing on procurement clearance
9. Lease Agreement drafted with information from Letter of Intent.
 - Initiate thru NN SAS administrative review process
 - Division of Economic Development (DED)
 - Department of Justice
 - Economic Development Committee or DED Lease Committee for approval
 - NN President for signature on lease agreement
 - Lease Agreement forwarded to NN Real Estate Department for recording
 - Lease fee paid to NN Real Estate Department by Lessee
 - Distribute lease agreement to appropriate departments
10. Key to space issued to Lessee.