

**Scoring**  
Serviceable = 2; Wanting/Needs Revisions = 1; Absent = 0

Due Diligence			
Letter of Intent	<input type="checkbox"/>	<input type="checkbox"/>	
Develop lease pain point checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Narrow Guaranty	<input type="checkbox"/>	<input type="checkbox"/>	
Additional rent cap	<input type="checkbox"/>	<input type="checkbox"/>	
Rent commencement	<input type="checkbox"/>	<input type="checkbox"/>	
Percentage rent and breakpoint	<input type="checkbox"/>	<input type="checkbox"/>	
Parking	<input type="checkbox"/>	<input type="checkbox"/>	
Option period notice procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Permitted Use (include new concept)	<input type="checkbox"/>	<input type="checkbox"/>	
Restrictive Covenants	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Deadlines (plans & specs, sign plans & specs, open for biz)	<input type="checkbox"/>	<input type="checkbox"/>	
Landlord's work	<input type="checkbox"/>	<input type="checkbox"/>	
HVAC installation	<input type="checkbox"/>	<input type="checkbox"/>	
NDA's for Architect and Designer	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Agreement Term Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
Lease summary and Critical Deadlines (if lease assumed)	<input type="checkbox"/>	<input type="checkbox"/>	

Pre-Build Out			
Operating Entity formed	<input type="checkbox"/>	<input type="checkbox"/>	
Lease negotiation and execution	<input type="checkbox"/>	<input type="checkbox"/>	
Architect Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Interior Designer Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Sign Supplier	<input type="checkbox"/>	<input type="checkbox"/>	
RFP for GCs & Managed Bid	<input type="checkbox"/>	<input type="checkbox"/>	
GC Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Right to stop work & cure defaults	<input type="checkbox"/>	<input type="checkbox"/>	
Substantial completion tied to Lease	<input type="checkbox"/>	<input type="checkbox"/>	
Remedies regarding delays	<input type="checkbox"/>	<input type="checkbox"/>	
Change orders & directives	<input type="checkbox"/>	<input type="checkbox"/>	
Unauthorized work performed at Contractor's sole risk and expense	<input type="checkbox"/>	<input type="checkbox"/>	
Intercompany Agreements	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Administrative Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
IP Licensing Agreement	<input type="checkbox"/>	<input type="checkbox"/>	

Build-out			
Construction Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Bank Workout Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Change Order management	<input type="checkbox"/>	<input type="checkbox"/>	
Payment Application and lien waiver management	<input type="checkbox"/>	<input type="checkbox"/>	
Dispute resolution	<input type="checkbox"/>	<input type="checkbox"/>	

Branding			
Branding & Trademarks	<input type="checkbox"/>	<input type="checkbox"/>	
Tradenname	<input type="checkbox"/>	<input type="checkbox"/>	
Tagline	<input type="checkbox"/>	<input type="checkbox"/>	
Specially branded entrees	<input type="checkbox"/>	<input type="checkbox"/>	
Trademark management & enforcement	<input type="checkbox"/>	<input type="checkbox"/>	

Operations			
Lease summary and Critical Deadlines Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Premises Liability Kit	<input type="checkbox"/>	<input type="checkbox"/>	
BMI, ASCAP and music licenses	<input type="checkbox"/>	<input type="checkbox"/>	
Worker's Compensation Mitigation	<input type="checkbox"/>	<input type="checkbox"/>	
OSHA Compliance	<input type="checkbox"/>	<input type="checkbox"/>	
Pre-litigation management	<input type="checkbox"/>	<input type="checkbox"/>	
Independent Contractors	<input type="checkbox"/>	<input type="checkbox"/>	
Musical Artists	<input type="checkbox"/>	<input type="checkbox"/>	
Security	<input type="checkbox"/>	<input type="checkbox"/>	
Grease trap maintenance	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning Crew	<input type="checkbox"/>	<input type="checkbox"/>	
General repairs	<input type="checkbox"/>	<input type="checkbox"/>	
Staffing Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Linen Services	<input type="checkbox"/>	<input type="checkbox"/>	
Valet Services	<input type="checkbox"/>	<input type="checkbox"/>	
Artwork and work-for-hire	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	
Contracts Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	
UberEATs	<input type="checkbox"/>	<input type="checkbox"/>	
Open Table	<input type="checkbox"/>	<input type="checkbox"/>	
Reservation, Private dining, scheduling and other applications	<input type="checkbox"/>	<input type="checkbox"/>	
Food Distribution	<input type="checkbox"/>	<input type="checkbox"/>	
Other	<input type="checkbox"/>	<input type="checkbox"/>	
Catering Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Private dining Agreement	<input type="checkbox"/>	<input type="checkbox"/>	

Staffing & HR			
General Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>	
Server Handbook	<input type="checkbox"/>	<input type="checkbox"/>	
NDA's for all Employees	<input type="checkbox"/>	<input type="checkbox"/>	
Server Incentive Bonuses	<input type="checkbox"/>	<input type="checkbox"/>	
GM and Assistant Manager Agreements	<input type="checkbox"/>	<input type="checkbox"/>	
Kitchen Manager Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Recipes, flavor profiles and cooking techniques protected	<input type="checkbox"/>	<input type="checkbox"/>	
Work-for-hire & IP Assignment	<input type="checkbox"/>	<input type="checkbox"/>	
Restricted covenants	<input type="checkbox"/>	<input type="checkbox"/>	
Management Incentive Programs	<input type="checkbox"/>	<input type="checkbox"/>	
Incentive milestones	<input type="checkbox"/>	<input type="checkbox"/>	
Forfeiture	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Grievance Kit	<input type="checkbox"/>	<input type="checkbox"/>	
New Hire Kit	<input type="checkbox"/>	<input type="checkbox"/>	
Departing Employee Kit	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Management Kit	<input type="checkbox"/>	<input type="checkbox"/>	
Worker classification	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual harassment & employee grievance training	<input type="checkbox"/>	<input type="checkbox"/>	
E-verify compliance training	<input type="checkbox"/>	<input type="checkbox"/>	
FLSA compliance training	<input type="checkbox"/>	<input type="checkbox"/>	

Investors			
Investor NDA's	<input type="checkbox"/>	<input type="checkbox"/>	
Commitment Letter	<input type="checkbox"/>	<input type="checkbox"/>	
Investor Term Sheet	<input type="checkbox"/>	<input type="checkbox"/>	
Pitch Deck	<input type="checkbox"/>	<input type="checkbox"/>	
Investor Package	<input type="checkbox"/>	<input type="checkbox"/>	
Investor Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	
Subscription Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Operating Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Offering Memorandum (if req'd)	<input type="checkbox"/>	<input type="checkbox"/>	
Adviser Agreements	<input type="checkbox"/>	<input type="checkbox"/>	

Other			
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	