



INFORMATION CHECKLIST FOR KITCHEN/COMMISSARY ACCESS

[VISIT WWW.CHICAGOSMOKEKITCHEN.COM](http://WWW.CHICAGOSMOKEKITCHEN.COM)

ALL ITEMS UNDERLINED IN BOLD WILL BE COMPLETED UPON SUBMISSION OF THE FIRST 10 REQUIREMENTS.

- KITCHEN APPLICATION
- CREDIT APPLICATION AND CHECK COMPLETED (\$55.00 processing fee)
- TWO CERTIFICATES OF INSURANCE PLUS INSURANCE COMPANY ISSUED ADDITIONAL INSURED ENDORSEMENT (CHICAGO SMOKE LTD & PILSEN CAMPUS LLC AS "ADDITIONAL INSURED")
- FIRST & LAST MONTH'S RENT (PAID WITH CASHIERS CHECK/MONEY ORDER/CASH)
NO COMPANY OR PERSONAL CHECKS. NO EXCEPTIONS!
- WAIVER ACKNOWLEDGEMENT
- PHOTO, NAME AND CONTACT INFORMATION (INCLUDING HOME ADDRESS, MOBILE NUMBER & PERSONAL VEHICLE INFORMATION) OF ALL EMPLOYEES/HELPERS
- CITY OF CHICAGO/STATE OF ILLINOIS FOOD SERVICE SANITATION CERTIFICATE
- CERTIFICATE OF GOOD STANDING WITH ILLINOIS SECRETARY OF STATE
- MOBILE FOOD VENDOR ORDINANCE UNDERSTANDING AND AGREEMENT
(IN ACCORDANCE WITH MOBILE FOOD VENDOR SUBSTITUTE ORDINANCE 7-38-138 E&F)
- SHARED KITCHEN AGREEMENT**
- LEASE AGREEMENT**
- LEASE EXECUTION FORM**
- CITY OF CHICAGO BUSINESS LICENSE***
- SHARED KITCHEN USER'S BADGE***

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We understand that in most cases these items will not be available until all of the above paperwork is submitted and processed by the City of Chicago.