



INFORMATION CHECKLIST FOR KITCHEN ACCESS

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

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

- WECOOK KITCHEN APPLICATION
- CREDIT APPLICATION AND CHECK COMPLETED (\$60.00 processing fee)
- CERTIFICATES OF INSURANCE PLUS INSURANCE COMPANY ISSUED ADDITIONAL INSURED ENDORSEMENT (WECOOK CLOUD KITCHENS INC. AS "ADDITIONAL INSURED")
- FIRST MONTH'S RENT PAID
- PHOTO ID, NAME AND CONTACT INFORMATION (INCLUDING HOME ADDRESS, MOBILE NUMBER & PERSONAL VEHICLE INFORMATION) OF ALL EMPLOYEES/HELPERS FOR PARKING PURPOSES
- STATE OF ILLINOIS FOOD SERVICE SANITATION CERTIFICATE
- KENDALL COUNTY FOOD CLEARANCE
- ILLINOIS SECRETARY OF STATE GOOD STANDING CERTIFICATE
- KITCHEN USE AGREEMENT**
- LEASE EXECUTION FORM**
- CITY OF PLANO BUSINESS LICENSE**
- SHARED KITCHEN USER'S ACCESS BADGE***

Some these items on the checklist may not be available until all paperwork is submitted and processed. If you have questions, call 630-888-2781 or email us at info@wecookcloudkitchens.com