REQUIREMENTS TO LEASE SPACE
FOR A NEW BUSINESS

I. Financial Form

- Most Important – Cash on hand or the capital to open business.
- We will need:
  1. Most Recent Tax Return
  2. Bank Statements to support cash on hand
  3. If business capital will be funded by a lender, we will need contact information of lender and loan information.

II. Confidential Merchant Information Request Form or Tenant Application (two forms attached)

III. Business Plan (suggested web site: www.sba.gov**)**

- **Business Overview**
  Description of business
  Description of the industry
  Management and Ownership
  Experience / Resume of who will run the store
  Store Description
  Customer Benefits
  Pricing and Value of Product or Service

- **Market Summary**
  Market Overview and Size (Which location and why)
  Customer Profile
  Competition

- **Marketing Strategies**
  Sales Forecasts
  Methods of Advertising

- **Operational Plans**
  Initial and Continuing Inventory Plan
  Employment and Personal Plans

- **Financials**
  Proforma Income Sheet (profit and loss statements)
  Cash Flow Sheet
  Dept Balance Sheet