### Business Information

### Business Type: [ ]  Retail [ ]  Community Service

 [ ]  Government [ ]  Food Service [ ]  Religious [ ]  Vacant

### Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name: First \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facebook or Instagram: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Business was Established: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Sq. Ft. of Business Space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the Business:

 [ ]  Rent [ ]  Own [ ]  Rent with Intention to Purchase

###  If Renting, What is the Monthly Rent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

###  What is Included With Monthly Rent? (check all the apply)

###  [ ]  Electricity [ ]  Water [ ]  Heat [ ]  Garbage

### Terms of Lease: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lease Ending Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Business Classification

Business Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Niche/Specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Products or Services: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business Hours:** Open Close

 Monday \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Tuesday \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Wednesday \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Thursday \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Friday \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Saturday \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Sunday \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Any change in hours throughout the year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Employee Information: # of Full-Time: \_\_\_\_\_ # of Part-Time: \_\_\_\_\_ # of Seasonal: \_\_\_\_\_

**Parking Information:**

[ ]  On Street Parking[ ]  Off Street Parking

# of Spaces Dedicated for Customers: \_\_\_\_\_\_\_\_\_\_\_\_\_

# of Spaces Dedicated for Staff/Employees: \_\_\_\_\_\_\_\_\_\_\_\_

**Incentives:**

[ ]  Tif [ ]  Tax Abatement

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Historic Information

Date of Construction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Individual Listing: [ ]  National Register [ ]  Local

### District Listing: [ ]  (If Yes, Check All That Apply)

###  [ ]  Significant [ ]  Contributing

###  [ ]  Non-Contributing [ ]  Local

### Building Condition

### (Choose From - Excellent, Good, Average, Poor, Deteriorating)

Foundation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HVAC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Façade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Electrical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Roof: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plumbing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Structure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Property Availability

 [ ]  For Sale Sale Price: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Realtor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Terms: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Extra Information

 [ ]  Current Picture: Location of Current Pictures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Historical Pictures: Location of Historical Pictures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Maps: Location of Maps: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other Useful Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_