



Business Development Center

Request for Occupancy

(Please type or print)

The information requested will assist both the business development center and your business in determining if the center is appropriate for the long-term successes of the center and you.

It is essential that the information contained within this application is current and timely. All contacts and correspondence are considered confidential unless otherwise stipulated by the prospective tenant.

Legal Name of Business _____

Contact Person _____

Street Address _____

City _____ Zip _____

Telephone Number _____ Cell phone _____ Fax _____

E-mail address _____ Web site _____

Business Start-up: Yes or No

Existing Business:

Sole Proprietorship _____

Partnership _____

Corporation _____

1. Please list all the persons or entities that have or will have a share of the ownership or control of the firm:

A.

Name percent of ownership

Address phone

B.

Name percent of ownership

Address phone

C.

Name	percent of ownership
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Address	phone
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2. Please provide a brief description of your business and its product or service (Existing businesses please provide a brief history of your business):

3. Who are or will be your customers?

4. Who do you consider your competition?

5. How will you market your product/service?

6. Why do you feel the Shelby County Business Development Center would be beneficial to your business?

7. What is your ideal space (square footage) requirement?

8. What is your target date for occupancy in the Shelby County Business Development Center?

9. How many employees do you currently have?

Full-Time_____

Part-Time_____

10. How many employees do you expect to have in one year?

Full-Time_____

Part-Time_____

11. Existing businesses please provide three years of tax returns and business financial statements.

Signature of Requester_____Date_____

Title_____

Approved By_____Date_____

This form does not constitute as a lease, but serves as a letter of intent to occupy a business suite. The information requested in this application will be used ONLY to evaluate the eligibility of the applicant for the Shelby County Business Development Center.

**This application must be accompanied by a \$50.00 application fee.
This is for a credit report and other processing fees.**

**Return to:
Shelby County DevelopSource
1901 Hawkeye Avenue, Suite 101
Harlan, IA 51537
712-755-3569
712-733-8921 fax
broom@harlannet.com**