

TENANCY APPLICATION

Duncan Center for Business Development

Duncan Center for Business Development
8100 North Highway 81
Duncan, OK 73533

This application for tenancy in the Duncan Center for Business Development must be completed in its entirety for prompt consideration. Additional information may be requested as part of the application process. Proprietary information will be treated as confidential.

Name of company: _____

Name of person completing this application: _____

1. Should a lease be ratified, who will be responsible for the applicant company's operations at the Business Center?

PRIMARY CONTACT

SECONDARY CONTACT

Name: _____

Title: _____

Social Security #: _____

Home address: _____

Home phone: _____

Cell Phone: _____

Email address: _____

Who will be legally responsible for the lease if one is ratified?

Describe your company's operations that you propose to locate at the DCBD by checking the appropriate answer (s):

Product/Service:

Background/experience with product/service:

The company proposes to have a(n):

Manufacturing plant

Assembly plant

Service center

Showroom

Distribution center

Employee training center

Research and development ctr.

Administrative Office

2. How is your company structured?

SOLE PROPRIETORSHIP	INCORPORATED	PARTNERSHIP	LLC
a. How many years has the business filed tax returns? _____ b. List all officers: _____ _____ _____	a. Which states? _____ _____ b. On what date? _____ c. Name any corporate parent: _____ _____ d. List the officers and % of stock owned: _____ _____ _____ _____	a. What year did you first file with the IRS as a partnership? _____ b. List all partners: _____ _____ _____ _____	a. Which state(s)? _____ b. On what date? _____ _____ _____

Present address of your company: _____

Business telephone numbers: _____

Business FAX number: _____

Federal tax ID number: _____

Has business name been registered with the Secretary of State? _____

3. Initial Capitalization: Less than \$10,000 \$10,001 to \$25,000
 \$25,001 to \$50,000 \$50,001 to \$100,000 Over \$100,000

Source of Initial Capital:

Seed Capital	Public Offering	R&D Funds	Loans
Grants (please specify) _____			
Other (please specify) _____			

Current number of employees _____
 (Not including company officers/partners)

Do you have a written business plan? Yes No In process
 Expected completion date: _____

Will you require the use of a receptionist? Yes No Occasionally
 Telephone Answering Services? Yes No Initially ____ Weeks

Will you require the use of conference/seminars facilities? Yes No
 If yes, how often? _____

Information Center Capabilities:

Will you require use of a Resource Center:	Yes	No	Undecided
Will you need business planning assistance?	Yes	No	Undecided
Will you need business consulting?	Yes	No	Undecided
If yes, please specify: _____			

Support Services (anticipated requirements):

Secretarial	Yes	No	Undecided
Word Processing	Yes	No	Undecided
Reproduction	Yes	No	Undecided
Audio/Video Aids	Yes	No	Undecided
Microcomputer	Yes	No	Undecided
Dictation	Yes	No	Undecided
CAD/CAM Graphics	Yes	No	Undecided
Electronic Data Transmission	Yes	No	Undecided
Other (please specify) _____			

4. What are your site criteria?

Office Space

a. How much space do you need?

b. List the office equipment that you will have on site:

c. List your other criteria:

Industrial Space

a. How many square feet? _____

b. List your capacity need for:

1. Electricity _____

2. Natural Gas _____

3. Water/Sewer _____

c. List the machinery that will be used:

d. List your other criteria:

List any flammable, volatile, or toxic chemicals you propose to have on site at any time:

How will you dispose of your hazardous materials that cannot legally be placed in the sewer system, trash dumpster or landfill?

Define your reason for selecting the Duncan Center for Business Development as a site:

When do you desire to begin a lease (should one be ratified)? _____

When do you anticipate needing additional space? _____

How many employees will be on site initially? _____

Projected number of employees to be on site at the end of the year? _____

5. List three credit references. These references may be contacted on a confidential basis.

BANK
Name: _____
Principal contact: _____
Phone number: _____

<input type="checkbox"/> Business <input type="checkbox"/> Personal

CREDIT REFERENCE
Name: _____
Principal contact: _____
Phone number: _____

Type of account: _____

CREDIT REFERENCE
Name: _____
Principal contact: _____
Phone number: _____

Type of account: _____

Return to: Lyle Roggow or Nicole Punneo Duncan Center for Business Development 8100 N. Highway 81 Duncan, OK 73533	Ph: (580) 255-9675 Fax: (580) 255-2647
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Submission of this application is only to allow the Duncan Center for Business Development to consider leasing space and/or extending services to the listed applicant. In no way does the issuance or acceptance on an application guarantee that a lease proposal will be extended and/or ratified. Data may be extracted for statistical compilation purposes. The incubation system's Board of Directors makes the final acceptance/rejection decision on applications and lease ratifications.

I have completed this application in its entirety and certify to its accuracy and release this information to the Duncan Center for Business Development.

Signature _____

Title _____

Date _____