



# Business Information Form

Shopping Center:

Tenant Name:

## PROPOSED OPERATION

- 1. Type of business: \_\_\_\_\_
- 2. General merchandise to be sold: \_\_\_\_\_
- 3. Services to be provided: \_\_\_\_\_
- 4. Ideal size (SF): \_\_\_\_\_
- 5. Est. number of employees: \_\_\_\_\_
- 6. Hours of operation: \_\_\_\_\_
- 7. Do you have a marketing plan? Attached: Yes / No
- 8. Is this an existing business?, a relocation?
  - Number of existing locations: \_\_\_\_\_
  - Number of years in business: \_\_\_\_\_
  - Annual Sales (per store): \_\_\_\_\_
  - Please attach pictures: Attached: Yes / No

## LOCATION/REAL ESTATE

- 9. Who is your target customer and demographics? \_\_\_\_\_
- 10. Why have you chosen this location? \_\_\_\_\_
- 11. Have you ever leased retail space before?
  - If yes, please provide Landlord name and phone number: \_\_\_\_\_
- 12. Have you ever filed a law suit against a previous Landlord?
  - If yes, please explain: \_\_\_\_\_

## START-UP COSTS

- 13. Projected cost of:
  - Business fixtures and equipment: \_\_\_\_\_
  - Installation of fixtures and equipment: \_\_\_\_\_
  - Remodeling & decorating: \_\_\_\_\_
  - Signage: \_\_\_\_\_
  - Starting inventory cost: \_\_\_\_\_
  - Office supplies: \_\_\_\_\_
  - Prepaid rent and security Deposit: \_\_\_\_\_
  - Deposits with public utilities: \_\_\_\_\_
  - Legal and professional fees: \_\_\_\_\_
  - Licenses and permits: \_\_\_\_\_
  - Insurance: \_\_\_\_\_
  - Advertising for opening: \_\_\_\_\_
  - Cash: \_\_\_\_\_
  - Wages (for training, etc.) \_\_\_\_\_
  - Unexpected cost: \_\_\_\_\_
  - TOTAL OPENING EXPENSES:** \_\_\_\_\_

- 14. How do you plan to finance this business? \_\_\_\_\_
- 15. If obtaining a loan, have you made a loan application?
  - Status of approval? \_\_\_\_\_
- 16. How much cash have you allocated to start this business? \_\_\_\_\_



PROJECTED INCOME (YEAR 1)

17. Income statement:

Gross sales:	_____
Cost of goods sold:	_____
<b>Gross Profit (GS - CGS):</b>	_____
Expenses:	_____
Salary of owner-manager:	_____
All other salaries and wages:	_____
Payroll taxes and expense:	_____
Sales and use taxes:	_____
Lease expense:	_____
Advertising:	_____
Delivery expense:	_____
Office supplies:	_____
Telephone:	_____
Other utilities:	_____
Insurance:	_____
Repairs and maintenance:	_____
Legal and accounting:	_____
Credit card fees (typically 3%):	_____
Organization/membership dues:	_____
Other:	_____
<b>Total expenses:</b>	_____
<b>Net Operating Income (GP - total expenses):</b>	_____