

## **QUESTIONNAIRE FOR PROSPECTIVE TENANT**

Date:

Name & Address of Property:

Tenant's Name:

1. Please describe in detail your proposed use of the premises at this location. If it is a retail use, what products do you plan to offer? If it is a service use, what services do you plan to offer?
2. How many other locations do you currently have and what are their addresses?
3. How many years experience do you have in this business?
4. Will you be running the business day-to-day at this location?      Yes      No      (please circle one)
5. If "No," please describe who will be running the business day-to day and what their experience is.
6. What are the projected monthly sales at this location?
7. What are your proposed normal hours of operation at this location?
8. How many customers do you expect at this location per day?
9. What new interior improvements do you intend to make at this location?
10. What is the anticipated cost of such improvements?
11. What is the timeline for installation of the improvements?
12. What is the anticipated opening date at this location?
13. How long will it take to complete the design and get permits for the interior improvements at this location?
14. What is the contact information for your architect for this project?
15. What is the contact information for your contractor?
16. Have you been to the city to find out about Use Permits and Building Permits?