



URBAN CHAMBER OF COMMERCE BUSINESS DEVELOPMENT CENTER

Sponsored by the City of Las Vegas Redevelopment Agency



CITY OF LAS VEGAS
REDEVELOPMENT AGENCY

INCUBATOR TENANT APPLICATION

Thank you for your interest in licensing space at the Urban Chamber of Commerce Business Development Center. The Business Incubator Center has four 187 square foot and two 317 square foot office units available for rent to incubator businesses. To be considered for tenancy, please complete this application and return it to the Office of Business Development Department or the Urban Chamber Of Commerce. Your application will be considered upon receipt. If no vacant units are available, your application will be placed on a waiting list in the order that it was received.

Incubator tenant license agreements are on a month to month basis however, under no circumstances, shall the maximum Agreement exceed twenty four months from the Commencement Date. Incubator tenants are required to pay a Security Deposit equivalent to one month's rent. The Security Deposit will either be returned at the end of the license agreement, if there is no substantial damage; used to cover damages if damages are incurred; or applied to the last month's rent. Incubator tenants are also required to pay a Key Deposit of \$25 per key. The Key Deposit will be returned at the end of the license agreement, if keys are returned. The rent for each 187 square foot office space unit is \$561; the rent for the 317 square foot office space unit is \$951. Incubator tenants rent will cover local telephone calls and utility costs however; long distance calls will be billed separately to each business.

Requirements for Incubator Office Space License Agreement

You must:

- Submit Resumes for principles of the company or business
- Submit copies of audited Financial Statements or Federal Tax Returns for the last two years
- Submit Income & Expense Statement for current or partial year
- Complete and sign a Disclosure of Principals form (i.e. Owner(s), CEO, Board members etc.)
- Purchase property insurance and general liability insurance, in the amount of \$1,000,000, listing the City as additional insurer, after approval of application and prior to occupancy
- Make available, or fill, 51% of newly created jobs while occupying the Las Vegas Business Center with low-and-moderate income persons

Disclaimer: Due to the structure of the Business Development Center, non-profit and childcare applications will not be considered for this program. Furthermore, business applications that do not adhere to the C-PB zoning requirements will not be a considered.

Return in person, email, or fax this signed application to:

Darren Harris or Summer Rabb

Urban Chamber of Commerce Business Development Center

1951 Stella Lake Street

Las Vegas, NV 89106

Phone Number: (702) 648 -6222 Fax Number: (702) 648-6223

License Application

Urban Chamber of Commerce Business Development Center

Section I. Business Data

Please complete **ALL** information or you application may not be processed.

1. Business Name _____
2. Current Business Address _____
City _____ State _____ Zip Code _____
3. Business Telephone No. _____ Fax No. _____
Pager No. _____ Cellular Phone No. _____
Web Site Address _____
4. Form of Ownership: Proprietor ___ Partnership ___ Corporation ___
(Each person who holds at least a 20% interest in the business must complete Section 2 of this application)
5. Tax I. D. No. _____
6. Date Business was Established _____
7. Date of Incorporation (if applicable) _____
8. Principal Product(s) or Service(s) _____

9. List of Partners or Corporate Shareholders/Officers with percentage of ownership:

Principal	% of Ownership	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
10. Business Banks or Financial Institutions (references)

<u>Bank Name</u>	<u>Branch</u>	<u>Purpose</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
11. Current Number of Employees _____
12. Projected Number of Employees (including principal):

	<u>Full Time</u>	<u>Part Time</u>
Initial occupancy in business center	_____	_____
After six months:	_____	_____
At the end of one year:	_____	_____
At the end of two years:	_____	_____

13. Anticipated hours of operation: _____

Section II. Personal Data

Each individual who holds at least 20% ownership position in the business that is applying to be a tenant of the business center must complete this section.

Name _____
Home Address _____
City _____ State _____ Zip Code _____
How Long at this Address _____
Previous Address (if less than 3 years) _____
City _____ State _____ Zip Code _____
Home Telephone No. _____

1. Social Security No. _____
2. Date of Birth _____
3. Birthplace _____
4. Occupation _____
5. Employer _____
6. Employer Address _____
City _____ State _____ Zip Code _____
7. Have you ever filed bankruptcy? No ____ Yes ____
8. If yes, when and where? _____
9. Citizenship: USA ____ Other ____
10. Marital Status: Married ____ Single ____
11. Driver's License No. _____
12. Number of Dependents _____
13. Spouse's Name _____
14. Spouse's Social Security No. _____
15. Spouse's Occupation _____
16. Spouse's Employer _____
17. Employer Address _____
City _____ State _____ Zip Code _____

18. What is the income range of your family?

- | | <u>Family Income</u> |
|-------|----------------------|
| _____ | Less than \$33,100 |
| _____ | Less than \$37,850 |
| _____ | Less than \$42,550 |
| _____ | Less than \$47,300 |
| _____ | Less than \$51,100 |
| _____ | Less than \$54,850 |
| _____ | Less than \$58,650 |
| _____ | Less than \$62,450 |

19. What is your family size, including yourself?

1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___ 8 ___

20. Two References Required (one professional and one personal)

Reference #1: _____

Address: _____

Telephone No.: _____

Reference #2: _____

Address: _____

Telephone No.: _____

Two Required Signatures:

21. Credit Check

I authorize the City of Las Vegas to check both my business and personal credit status. I understand that the report will be used for Las Vegas Business Center application purposes only.

Signature of Applicant

Date

22. Certification

In connection with this application, I hereby certify that all of the statements submitted for the purpose of leasing rental space, are true, correct, and complete. The City of Las Vegas is authorized to make inquiries and gather information it feels necessary and reasonable concerning statements made on this application. It is further agreed that the City of Las Vegas will be promptly notified of any material changes in the information.

Signature of Applicant

Date

Section III.

Office of Business Development Use Only:

Unit Number: _____ Approved _____ Disapproved _____

Comments:
