

**Specialty Leasing Application Form**



Date \_\_\_\_\_

Legal Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

HST/GST Number \_\_\_\_\_

- I am applying for RMU CART (provided by Landlord; signage fee to be paid by tenant)
- Kiosk space (tenant's own display and signage must be approved by Landlord)
- In-line space (tenant improvements, display and signage must be approved by Landlord)

Proposed dates or period \_\_\_\_\_

Length of time in business and existing retail operations \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had a retail business in a shopping centre before (e.g. cart, kiosk, or store)?

- Yes No

If yes, please list the shopping centre(s) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Previous sales experience (attach an additional sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Professional References**

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact's Job Title \_\_\_\_\_ Telephone \_\_\_\_\_

Company \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact's Job Title \_\_\_\_\_ Telephone \_\_\_\_\_

**Merchandise/Product Line**

Briefly explain your retail concept, business identity, and/or theme \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the product/s that you wish to sell at East York Town Centre. Be specific. For example, if you sell shoes, specify what kind – 50% running shoes, 50% dress shoes \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the price points of merchandise you will be selling; for example, list the product line and its retail price

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe your packaging, e.g. bag, plastic, printed logo, box, gift wrap, etc. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe your return policy and product guarantee \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

List the average pre-tax sales in your most recent temporary leasing experience.

January – October sales (average per week) \_\_\_\_\_

Holiday November – December sales (per term) \_\_\_\_\_

Projected sales per week \_\_\_\_\_

Target market \_\_\_\_\_

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Other things to include with this application:

- ✓ Detailed sketch of your cart/kiosk/store layout
- ✓ Photos/sketches of your display and products
- ✓ Merchandising plans/photos
- ✓ Brochures of your products
- ✓ Photos of your previous setups

**Please send only items that we can keep on file. These materials will not be returned to you.**

Any additional information you can provide will also help in the consideration of your proposal.

Please note:

- The following are required upon signing of agreement:
  - \$5,000,000 General Liability Insurance naming Revenue Properties Company Limited and Morguard Investments Limited as additional insured.
  - Security deposit
  - Post-dated cheques for monthly rent
  - \$100 +HST Signage Fee (for RMU)
- Telephone and internet connection are the responsibility of the tenant. Utilities are billed separately for in-line spaces.

*Feel free to attach a separate sheet for additional information; just remember to title each section with the topic you are referring to.*