

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 _____

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.