



## Downtown Tempe Retail Tenant Improvement Grant Application & Checklist

Date: \_\_\_\_\_

### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Year building was constructed: \_\_\_\_\_

Exact size of the space to be leased (sq ft): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

How long have you been in business? \_\_\_\_\_ Length of Lease: \_\_\_\_\_

How many employees do you currently have on staff? \_\_\_\_\_

How many employees do you anticipate adding after improvements? \_\_\_\_\_

What is your estimate/projection for sales per square foot upon completion? \_\_\_\_\_

If you plan to hire additional employees, what do you anticipate will be the average wage (annual or hourly) of these positions? \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_ Owner email: \_\_\_\_\_

Is the property currently for sale? \_\_\_\_\_

Does this property have a historic designation? If yes, type? \_\_\_\_\_

### PROPERTY OWNER ACKNOWLEDGMENT

I am the property owner of the building address noted in this project application and my address and phone number are noted correctly in this document. I have been informed of the applicant's intention to perform the interior improvements described in this application, and I hereby authorize the tenant to apply for the proposed improvements.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Phone: \_\_\_\_\_

**APPLICATION NARRATIVE**

Proposed project (check all that apply)

\_\_\_\_\_ Hazardous Material Abatement

\_\_\_\_\_ Interior Demolition

\_\_\_\_\_ ADA Compliance

\_\_\_\_\_ Plumbing

\_\_\_\_\_ Electrical

\_\_\_\_\_ Mechanical/HVAC

\_\_\_\_r:\_\_\_\_\_ Other:

\_\_\_\_\_ Permanent Lighting

\_\_\_\_\_ Windows/Doors

\_\_\_\_\_ Permanent Interior Walls

\_\_\_\_\_ Historic Restoration

\_\_\_\_\_ Cash wrap/bar/counter

\_\_\_\_\_ Flooring

Anticipated Start Date: \_\_\_\_\_

Anticipated Finish Date: \_\_\_\_\_

Proposed TOTAL project cost: \_\_\_\_\_ Grant Amount Requested: \_\_\_\_\_

**NARRATIVE**

Provide a narrative of your proposed project including types of improvements (Plumbing, Electrical, Lighting, Demo, etc.) and outcomes for the building (how the project will improve your business.) Be as detailed as possible. Attach additional documentation if necessary.

Signature: \_\_\_\_\_

Business Owner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

**BUDGET**

Provide a detailed budget of all construction, rehabilitation, and improvements, including types of materials and colors (attach final bids documents, photos, drawings and color samples). Include breakdown of all approximate costs associated with each line item. This may be attached as a supplemental document.

**APPLICATION CHECKLIST**

With this application, I have included or completed the following:

Please email electronic copy of the completed application to Lori Foster at [Lori@downtowntempe.com](mailto:Lori@downtowntempe.com)

- \_\_\_\_\_ 1. Pre-application informational meeting.
- \_\_\_\_\_ 2. Completed application (including a narrative of proposed work and budget).
- \_\_\_\_\_ 3. Site plan drawn to scale including landscape placement, design plan (conceptual), location within the downtown district and total square footage of space to be improved.
- \_\_\_\_\_ 4. Altered property rehabilitation plans drawn to scale.
- \_\_\_\_\_ 5. Photographs of the existing condition of property.
- \_\_\_\_\_ 6. Estimated total project costs including at least three (3) bids/quotes for each project element above \$5,000. Bids are subject to review and additional bids may be requested.
- \_\_\_\_\_ 7. Paint chips/samples/materials (photos/digital only)
- \_\_\_\_\_ 8. Copy of property lease agreement.
- \_\_\_\_\_ 9. Proof of sales tax/property tax up to date.

**DISCLAIMERS AND SIGNATURES**

I understand that all improvements are subject to obtaining the appropriate permits for the project. INT: \_\_\_\_\_

I understand that information and photos submitted may be used for promotion of the Retail Tenant Improvement Grant Program. INITIAL: \_\_\_\_\_

I understand DTA is not responsible for business consulting, planning, design, or construction of improvements to property that is owned by the applicant or any other entity. No warranties or guarantees are expressed or implied by the description of, application for, or participation in the Retail Tenant Improvement Grant. The applicant is advised to consult with licensed architects, engineers, and/or building contractors before proceeding with final plans or construction. INITIAL: \_\_\_\_\_

Disclose in writing whether any applicant, guarantor, or any other person involved with the project is currently engaged in any civil or criminal proceeding or ever filed for bankruptcy. Also, disclose whether any individual involved with the project has ever been charged or convicted of any felony or currently is under indictment:

\_\_\_\_\_

Disclose in writing whether the applicant or any guarantor has any previous or ongoing relationship with any DTA Board member or legal counsel of the Board:

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Applicant Printed Name: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_