

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? _____

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 Oner Signature: _____ Date: _____

Property Owner Phone: _____

APPLICATION NARRATIVE

Proposed project (check all that apply):

_____ Hazardous Material Abatement

_____ Interior Demolition

_____ ADA Compliance

_____ Plumbing

_____ Electrical

_____ Mechanical/HVAC

_____ Permanent Lighting

_____ Flooring

_____ Windows/Doors

_____ Permanent Interior Walls

_____ Historic Restoration

_____ Cash wrap/bar/counter

_____ Permanent Lighting

_____ Flooring

_____ Windows/Doors

_____ Permanent Interior Walls

_____ Historic Restoration

_____ Cash wrap/bar/counter

_____ Other: _____

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

- _____ 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: _____