



Prospective Tenant Submission Form – Market Percentage Rate Lease

Organization Summary

Registered Corporation or Organization:	Operating Name:		
Mailing Address:			
Website Address:			
Incorporation:	Limited Company Other (specify pg3)	Corporation Date Incorporated:	Registered not for profit
What is your annual operating budget?		How many full-time staff do you employ?	
Submission Key Contact Name:	Name: Phone #:	Title: Email:	

Based on Schedule 3, please identify your top three preferences for space in the SAMU Building. If only one requested space, leave the rest NA.

	Leasing Opportunity #	Proposed Use of Space
Priority #1		
Priority #2		
Priority #3		

Conditions to Proposal (e.g. If our organization is not selected for the requested priorities above, we are withdrawing our proposal for the SAMU Building.)

Organizational Sustainability

1. For selected applicants, you will be requested to submit your organization's last 3 years audited financial statements. Please note, financial statements may be internally audited, and must be approved or accepted by your organizations governing body.

Agreed

2. Please attach your organizations documents as it relates to your organizational strategies, business case and / or operational plans and organizational structure, including your staffing model.

Attached

Space Allocation Requirements

3. State your proposed occupancy date, excluding fixturing? (Building expected to be open fall school term 2019)

(_____ 20__.)

4. List type of medium to large equipment commonly used in your operations examples; coolers, freezers, prep table, POS etc.

Attached

5. Draw basic space/floor plan of your typical operation.

Attached

6. Sustainability and environmental stewardship programs and initiatives, please list your organizations initiatives and involvement(s).

Attached

References

7. Please attach at least 2 reference letters including contact names and contact email address and phone number. At least one reference must pertain to previous/current leasing engagement and at least one reference must pertain to your operating/business service engagement. References must be verifiable.

Attached

General/Other Comments

8. Does your organization have any outstanding financial or legal activities with SAMU or MacEwan University?

NO YES NO PREVIOUS BUSINESS WITH SAMU or MacEwan

9. If you are a Not for Profit, is your Board of Directors aware that your organization is submitting a submission?

YES NO N/A

Not for Profit Organizations: please attach a copy of the board meeting minutes indicating support of your application. (If you are not able to provide a copy of the board minutes by the application deadline date, it will be accepted as part of this proposal at a later date. Please indicate when it will be provided.)

10. Feel free to provide any other comments or considerations that will help us better understand your space needs and organizational fit that has not been already captured.