



Specialty Retail Application

Submittal Checklist:

Following is information that must accompany each application:

- Completed application form. **Be as specific and detailed as possible.**
- Cashier's check or money order of \$50 for the Application Fee. Personal checks will not be accepted.
- A recent edition of Applicant's Business Plan.
- Applicant plans on using a Mall-provided cart or RMU.
OR
Applicant plans on using their own kiosk, cart or RMU. Included are photos of the kiosk/cart/RMU and a list of the materials used in construction as well as the dimensions.
- Detailed drawings of your proposed display and fixtures. (The blank RMU or cart diagrams included in the application packet were used to outline the proposed display).
OR
Photos of the displays the Applicant has used in other malls or fairs are enclosed and Applicant plans on using the same concept at The Commons at Federal Way.
OR
If you are applying for leasing an inline store on a temporary basis, please submit detailed plans for the space you are applying for. See the Specialty Leasing Representative for dimensions or further information.

Please attach this form to the front of your application. Applications missing any part of the required material will be returned to the Applicant without being reviewed.

Personal Information

Applicant Name _____
 Social Security # _____
 Driver's License # _____
 Date of Birth _____
 Current Address _____

 Prior Address _____

 (PLEASE LIST IF AT CURRENT ADDRESS LESS THAN 1 YEAR)
 Home Phone # _____
 Alternate Phone # _____
 Spouse's Name _____

Co-Applicant Name _____
 Social Security # _____
 Driver's License # _____
 Date of Birth _____
 Current Address _____

 Prior Address _____

 (PLEASE LIST IF AT CURRENT ADDRESS LESS THAN 1 YEAR)
 Home Phone # _____
 Alternate Phone # _____

Business Information

Business Name (as listed on State of Washington business license) _____
 Please list any dba names _____

Sole Proprietor <input type="checkbox"/>	Corporation <input type="checkbox"/> Incorporated in _____	Other <input type="checkbox"/> Please list _____
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Business Address _____
 (if different from home address) _____

Cart/Kiosk Name _____

Description of Company and Merchandise _____

Who will buy your Merchandise? _____

What will make your cart/kiosk memorable? _____

How many employees are currently employed by your company or how many will be hired? _____

What operational costs do you anticipate? (Include rent, employee payrolls, miscellaneous costs, etc.) _____

Anticipated weekly sales volume _____

Average dollar amount anticipated per sale _____

Minimum number of sales per day _____

Product pricing range _____

Average wholesale price of product _____

Average margin _____

Desired Start Date _____

Desired Term: _____
 (1 month, 1 year, etc.)

Electrical Required Yes No
 (access to a single 110 volt outlet)

Phone Line Required Yes No

(It will be your responsibility to contact Qwest to start service and to notify the Mall Office of Qwest's scheduled installation date.)

Business Reference or Previous Mall Experience

(If you have no previous business experience, please simply list your bank information where noted.)

Business Name _____

Contact Name _____

Address _____

Phone Number _____

Account Information

Bank Name _____

Branch _____

Address _____

Phone Number _____

Account Number _____ Type of Account _____

Does this bank also provide your payment processing (credit or ATM/Debit card) service? Yes No

Have you had credit under any other name? Yes No

If Yes, please list name: _____

Have you ever been evicted? Yes No

If Yes, when and give the address: _____

Have you ever refused to pay rent? Yes No

If Yes, why? _____

Have you ever filed bankruptcy? Yes No

If Yes, is the bankruptcy discharged? Yes No

Have you ever been convicted of a criminal offense? Yes No

If Yes, give the date, crime and county: _____

All applicants are required to provide a photograph or detailed sketch/drawing of proposed display and fixtures. If you will be using your own kiosk/display unit, the type of materials the unit is built from must also be included.

I understand that this application does not constitute a reservation of space. I acquire no rights to this space until a license agreement form is signed and a \$500 security deposit is made. This deposit will be held in accordance with the license agreement and in consideration of the Licensor holding the space for me. I hereby waive all rights to the return of this deposit, and said deposit shall be retained as liquidated damages in the event I do not choose to enter in the agreement applied for herein. In the event said application for tenancy is not accepted, the deposit shall be returned to the applicant. The screening fee of \$50.00 is NON-REFUNDABLE.

In compliance with the Fair Credit Reporting Act, The Commons at Federal Way is informing me that information as to my character, general reputation and mode of living is being verified by The Commons at Federal Way and/or it's representatives. I have the right to dispute the information reported. I certify that the facts set forward in this application are true and complete. As the prospective licensee, I agree that a complete investigation of ALL INFORMATION on this application will not constitute an invasion of privacy. I am aware of and extend the privilege to Steadfast Meadowlands, LP dba The Commons at Federal Way and its representatives to obtain credit reports and/or character reports as necessary. I understand that any misrepresentation will be sufficient cause for dismissal or voiding of the application. I, the applicant, agree to all the above and sign of my own free will.

Applicant

Printed Name _____

Signature _____

Date _____

Co-Applicant

Printed Name _____

Signature _____

Date _____

