



## SPECIALTY LEASING APPLICATION

### PERSONAL INFORMATION

DATE :

CONTACT NAME :

CORPORATE NAME :

STORE NAME (DBA) :

BUSINESS ADDRESS :

HOME ADDRESS :

SOCIAL SECURITY# :

#### PHONE NUMBERS :

FEDERAL ID# :

HOME :

STATE OF INCORPORATION (If applicable):

BUSINESS :

BUSINESS LICENSE # :

FAX :

DRIVERS LICENSE # :

EMAIL :

(Photo of drivers license, or photo w / name, address & SSN # is needed)

### APPLICANT TYPE

SOLE PROPRIETOR :  PARTNERSHIP :  CORPORATION:

STATE OF INCORPORATION :  (if applicable)

CART :  IN-LINE STORE :  KIOSK :

PROPOSED MERCHANDISE CONCEPT /THEME: (Please describe in detail\*)

MERCHANDISE PRICE RANGE :

AVERAGE WHOLESALE PRICE :

MARKUP :

\* Please include any photos that may be relevant, including, but not limited to, merchandise, existing stores/carts, product catalogs, samples.

PLEASE NOTE: SAMPLE MERCHANDISE, CATALOGS, PHOTOGRAPHS, ETC. WILL NOT BE RETURNED WITHOUT INCLUDING A PRE-ADDRESSED ENVELOPE WITH POSTAGE.

**FINANCIALS:**

BANK NAME :

BANK PHONE :

BANK ADDRESS :

CREDIT REFERENCE 1 :

PHONE :

CREDIT REFERENCE 2 :

PHONE :

Have you ever been a Specialty Retailer at a shopping center before?  
If yes, list centers below (attach additional sheet, if necessary)

YES :

NO :

SHOPPING CENTER LOCATION

TERMS

ANNUAL GROSS SALE

1

2

What do you project your monthly sales to be?

Will you be working at your store on a regular basis?

How many employees will be hired?

DESIRED LEASE PERIOD :

I/We hereby authorize Ford City Mall to verify all information on this application by contacting the sources listed herein or any other sources available. I/We understand that information that does not verify, or cannot be verified, may result in this application not being approved. The undersigned certifies that the above is true and correct.

**APPLICANT(S):**

**DATE:**

**PRINTED NAME(S):**

**RETURN THIS COMPLETED FORM ALONG WITH PICTURES OF YOUR CURRENT BUSINESS AND/OR PRODUCT LINE INFORMATION TO :**

**FORD CITY MALL MANAGEMENT OFFICE  
SPECIALTY LEASING DEPARTMENT  
7601 South Cicero Avenue, Chicago, IL 60652  
Phone: (773) 767-4180 ext. 3041  
Fax: (773) 767-9704**

# FORD CITY MALL SPECIALTY LEASING APPLICATION

## Special Information For Specialty Leasing Merchants

Specialty Leasing merchants cannot operate without a business license and are required to operate under a number of different business rules from the mall's "permanent" stores. Some of these rules include the requirements for reporting sales, payment of Percentage Rent, a very strict guarantee program, etc. If your business agreement is typical, you must report sales to the management office. Percentage Rent is also closely regulated and must be submitted according to the specific schedules noted in the License Agreement. Failure to comply with any or all parts of the License Agreement will be cause for legal action to be instituted by the owner.

The license permit can be obtained for the cost of \$250.00 through the City of Chicago at:

City Hall  
121 N. LaSalle Street  
Chicago, IL 60602-1295  
Phone Number: (312) 744-5000

There are also some maintenance situations, telephone companies, visual effectiveness rules, or security-related procedures that are different with our Specialty Leasing merchants:

Cart and Kiosk light fixtures are very specific, and are usually changed out by the mall's staff. We reserve the right to limit the numbers and placements of the fixtures and bulbs, and will hold the merchants responsible for negligence, willful damage, or other unreasonable damages or losses.

Inline tenants are responsible for all utilities (ComEd, Phone Company, etc ... ) and for changing all information required into their d/b/ a names. The mall will not be held responsible for any utilities in the leased space.

For telephone service, merchants must contact the following companies, other companies will be denied.

Lee Zimmer, Account Mgr.,@ AT&T Services 847-338-9669 (to set up phone service & billing-step 1)  
Amy or Rick@ Call One (312) 225-5663 (to run your service to location -step 2)

With temporary merchants, it is particularly important that signage be professionally done, and that all signage be approved by mall management prior to its being ordered. Hand-written signs will not be accepted under any circumstances.

Trash and other waste materials cannot be disposed of in mall trash bins; these are intended for trash disposed of by our customers. You are to sign out a compactor key at customer service for your daily trash disposal needs.

The mall's owners and managers are absolutely dedicated to the highest standards of performance by all merchants. We have many different kinds of agreements with the different kinds of businesses, but we are not required to accept or tolerate activities that hurt our image or goals to improve the overall well being of the mall. Common sense, courtesy and the knowledge of right and wrong will get us through most situations, but we all have to stay vigilant to ensure that good merchandising and customer service techniques are used by all staff members. All business owners are challenged to accept the kinds of requirements that support success and work with us to improve our mall each and every day.