



## FLEX TENANT APPLICATION

Thank you for your interest in licensing space at the **Urban Chamber of Commerce Business Development Center**. The Urban Chamber of Commerce Business Development Center has six 1,200 square foot and one 2,400 square foot flex-space office units available for rent to established businesses. To be considered for tenancy, please complete this application and return it to **Vegas Living Realty & Management**. Your application will be considered upon receipt. If no vacant units are available, your application will be placed on a waiting list in the order that it was received.

Industrial tenant license agreements are for one year with a one-year extension options. Business Center tenants are required to pay a Security Deposit equivalent to one month's rent. The Security Deposit will either be returned at the end of the license agreement, if there is no substantial damage; used to cover damages if damages are incurred; or applied to the last month's rent. Industrial tenants are also required to pay a Key Deposit of \$50 per key. The Key Deposit will be returned at the end of the license agreement, if keys are returned. Tenants are responsible for their telephone, internet, utilities, alarm costs and basic maintenance/preventive maintenance of the Flex space.

### **Requirements for Flex Space License Agreement:**

- Have a City of Las Vegas Business License
- Be licensed and operating business for two or more years.
- Submit copies of audited Financial Statements or Federal Tax Returns for the last two years  
Submit Income & Expense Statement for current or partial year.
- Complete and sign a Disclosure of Principals form (i.e., Owner(s), CEO, Board members etc.)
- Purchase property insurance and general liability insurance, in the amount of \$1,000,000, listing the UCC as additional insurer, after approval of application and prior to occupancy.
- Make available, or fill, 51% of newly created jobs while occupying the Las Vegas Business

Return via email to [Info@VegasLivingrm.com](mailto:Info@VegasLivingrm.com)

Mailing Address:

840 S. Rancho Dr. 4-607  
Las Vegas, NV 89106  
Phone Number: (702) 491-9341

**License Application**

**Urban Chamber of Commerce Business Development Center Section I. Business Data**

Please complete ALL information or you application may not be processed.

1. Business Name \_\_\_\_\_
2. Current Business Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
3. Business Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_ Website Address \_\_\_\_\_
4. Form of Ownership: Proprietor \_\_\_ Partnership \_\_\_ Corporation \_\_\_  
(Each person who holds at least a 20% interest in the business must complete Section 2 of this application)
5. Tax I. D. No. \_\_\_\_\_
6. Date Business was Established \_\_\_\_\_
7. Date of Incorporation (if applicable) \_\_\_\_\_
8. Principal Product(s) or Service(s) \_\_\_\_\_
9. List of Partners or Corporate Shareholders/Officers with percentage of ownership:

| Principal | % of Ownership | Title |
|-----------|----------------|-------|
| _____     | _____          | _____ |
| _____     | _____          | _____ |
| _____     | _____          | _____ |
| _____     | _____          | _____ |

10. Business Banks or Financial Institutions (references)

| <u>Bank Name</u> | <u>Branch</u> | <u>Purpose</u> |
|------------------|---------------|----------------|
| _____            | _____         | _____          |
| _____            | _____         | _____          |

11. Anticipated number of employees \_\_\_\_\_
12. Hours of operation: \_\_\_\_\_

Section II. Personal Data

Each individual who holds at least 20% ownership position in the business that is applying to be a tenant of the business center must complete this section.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

How Long at this Address \_\_\_\_\_

Previous Address (if less than 3 years) \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Telephone No. \_\_\_\_\_

1. Social Security No. \_\_\_\_\_
2. Date of Birth \_\_\_\_\_
3. Birthplace \_\_\_\_\_
4. Occupation \_\_\_\_\_
5. Employer \_\_\_\_\_
6. Employer Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

7. Have you ever filed bankruptcy? No \_\_\_\_ Yes \_\_\_\_
8. If yes, when and where? \_\_\_\_\_
9. Citizenship: USA \_\_\_\_ Other \_\_\_\_
10. Marital Status: Married \_\_\_\_ Single \_\_\_\_
11. Driver's License No. \_\_\_\_\_
12. Number of Dependents \_\_\_\_\_
13. Spouse's Name \_\_\_\_\_
14. Spouse's Social Security No. \_\_\_\_\_
15. Spouse's Occupation \_\_\_\_\_
16. Spouse's Employer \_\_\_\_\_
17. Employer Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
Zip Code \_\_\_\_\_

References Required (Two professional and one personal)

Reference #1:

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Reference #2:

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Reference #3:

Address: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Two Required Signatures:

21. Credit Check

I authorize **Vegas Living Realty & Management** to check both my business and personal credit status. I understand that the report will be used for application purposes only.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

22. Certification

In connection with this application, I hereby certify that all of the statements submitted for the purpose of leasing rental space, are true, correct, and complete. **Vegas Living Realty & Management** is authorized to make inquiries and gather information it feels necessary and reasonable concerning statements made on this application. It is further agreed that **VLRM** will be promptly notified of any material changes in the information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Section III.**

**Office of Business Development Use Only:**

**Unit Number:** \_\_\_\_\_ **Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

Comments:

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