



# CADILLAC PLACE PROSPECTIVE NEW NON-PROFIT TENANT INTRODUCTION FORM

Welcome! We are excited you are considering Cadillac Place as a home for your non-profit organization and are eager to learn more about that! To help us get to know you and your organization better and to evaluate how well it and Cadillac Place will “fit” together, please provide the requested information on both pages of this form at your earliest convenience. Please write legibly and attach additional pages and other supporting documents as needed.

Name of proposed business tenant: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

Type of legal entity: (corporation, LLC, partnership, etc.): \_\_\_\_\_

Complete mailing address and telephone number(s): \_\_\_\_\_  
\_\_\_\_\_

Business e-mail, website and/or social media addresses (if any): \_\_\_\_\_  
\_\_\_\_\_

Please briefly describe your business operation proposed for Cadillac Place: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of years successful experience operating this kind of business elsewhere: \_\_\_\_\_

Please describe that experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many full-time and part-time employees do you propose to employ at Cadillac Place to start:  
FT: \_\_\_\_\_ PT: \_\_\_\_\_

How much space are you looking for? (Please express as a min. to max. range in square feet):  
\_\_\_\_\_

Is there a specific Cadillac Place suite or suites on the 11<sup>th</sup> floor that interest you? If so, please identify by suite #: \_\_\_\_\_.

Cadillac Place office suites are generally available furnished and ready to use. Please describe any likely custom build-out needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding (cash or credit) you have available for your build-out costs: \$ \_\_\_\_\_

Proposed lease start date: \_\_\_\_\_ Proposed lease term: \_\_\_\_\_

The following supporting documents for the proposed tenant are attached (check all that apply):

- \_\_\_\_\_ Formal business plan and/or marketing plan
- \_\_\_\_\_ Letter of credit or grant award
- \_\_\_\_\_ Business references
- \_\_\_\_\_ Franchise or licensing agreements the tenant would exercise/operate at Cadillac Place
- \_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Date signed: \_\_\_\_\_

Signature of person completing this form

\_\_\_\_\_

Printed Name and Title of person completing this form (Title in relation to the proposed tenant)

Please submit this completed form and any attachments as follows: Attn: Director, Real Estate Division, Michigan Dept. of Technology, Management and Budget. Via USPS mail: P.O. Box 30026, Lansing, MI 48909. Via e-mail as a PDF document: DTMB-RealEstate@michigan.gov. The State will respond to every completed form it receives in good order. Questions about completing this form or leasing Cadillac Place office space in general may be directed to David Arking at 517-335-6877.

**Preliminary Notices to Prospective Cadillac Place Office Tenants:**

1. Beginning January 16, 2019, the Cadillac Place lobby is open to the public from 8:00 a.m. to 5:00 p.m., Monday through Friday and 9:00 a.m. to 4:00 p.m. on Saturday.
2. If awarded a lease at Cadillac Place, your Landlord would be the State of Michigan. Your business would be required to carry liability insurance naming the State of Michigan as an additional insured and you would also be required to indemnify the State and its personnel. You or your business may be required to pay a pro-rata property tax on the space you lease from the State as provided in MCL 211.181 *et seq.* Finally, In addition to paying rent, you can also expect a conditionally refundable security deposit equal to 150% of your first month's rent.
3. Nothing on this form or in its acceptance is to be construed as an offer to lease. Only a formal written lease which has been duly approved and executed for the State of Michigan constitutes a binding offer to lease. The State may need to seek additional information about you or your business than what is requested here to make a fully-informed leasing decision.
4. Information submitted on this form and elsewhere by prospective tenants may be subject to public disclosure under the Michigan Freedom of Information Act. (MCL 15.231 *et. seq.*)
5. Tours of Cadillac Place and its office suites currently for lease are available by appointment. Please call Marge Bustillo at 313-456-1101 or Al Vettese at 313-456-2371 to schedule a tour.

Form last updated: 12-8-2020 (Date received by DTMB/RED and project #: \_\_\_\_\_)