



PROSPECTIVE NEW COMMERCIAL TENANT INTRODUCTION FORM

Welcome! We are excited you are considering the Arcade at Cadillac Place as a place to do business and are eager to learn more about that! To help us get to know you and your business better and to evaluate how well your business 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: _____

Annual sales last year: \$ _____ Average annual sales last three years: \$ _____

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):

Does your business require direct access to the sidewalk? Y/N: _____

Is there a specific Cadillac Place Arcade suite or suites that interest you? If so, please identify by suite #: _____.

Cadillac Place Arcade suites are generally available on a ready to finish "white box" basis.

Please describe your 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 Arcade space in general may be directed to David Arking at 517-335-6877.

Preliminary Notices to Prospective Cadillac Place Arcade Tenants:

1. Beginning January 16, 2019, Cadillac Place Arcade business hours will be 8:00 a.m. to 5:00 p.m., Monday through Friday and 9:00 a.m. to 4:00 p.m. on Saturday. Tenants with direct access outside may set their own business hours.
2. Certain commercial activities are not permitted at Cadillac Place at this time. Among these are the sale of firearms, tobacco and marijuana products and most second-hand merchandise.
3. 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.
4. 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.
5. 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.)
6. Tours of the Cadillac Place Arcade and its commercial suites 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: 12-08-2020 (Date received by DTMB/RED and project #: _____)