



Westar Real Property Services, Inc.  
4232 Wadsworth Boulevard | Wheat Ridge, CO 80023  
Phone 303.798.0212 | Fax 303.798.0102  
www.westardenver.com

## BUSINESS INFORMATION FORM

The information below is furnished by the applicant will be kept in strict confidence and shall be used only for the purposes of qualifying the business as a suitable tenant by Westar Real Property Services, Inc.

### A. BUSINESS INFORMATION

\_\_\_\_\_  
Legal Business Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Federal Tax ID #

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Primary Contact Name

\_\_\_\_\_  
Primary Contact Phone & email

\_\_\_\_\_  
Primary Contact Street Address

\_\_\_\_\_  
Primary Contact City State & Zip

\_\_\_\_\_  
Business Website Address

\_\_\_\_\_  
Business Facebook Page

### B. BUSINESS TYPE (check one)

Sole Proprietorship

Partnership

C Corporation

S Corporation

\_\_\_\_\_  
Date of Incorporation/Formation

\_\_\_\_\_  
State of Incorporation/Formation

#### ***If INCORPORATED, Please List Officers:***

\_\_\_\_\_  
President Name

\_\_\_\_\_  
President Phone & email

\_\_\_\_\_  
Vice-President Name

\_\_\_\_\_  
Vice President Phone & email

\_\_\_\_\_  
Treasurer Name

\_\_\_\_\_  
Treasurer Phone & email

\_\_\_\_\_  
Secretary Name

\_\_\_\_\_  
Secretary Phone & email



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If PARTNERSHIP OR PROPRIETORSHIP, Please List All Owners/Co-Owners:

Owner/Co-Owner Name

Owner/Co-Owner Phone & email

Owner/Co-Owner Name

Owner/Co-Owner Phone & email

Owner/Co-Owner Name

Owner/Co-Owner Phone & email

Owner/Co-Owner Name

Owner/Co-Owner Phone & email

C. BUSINESS SERVICES (check one)

- Restaurant, Dry Cleaner, Professional Services, Sporting Goods, Specialty Retail, Liquors, Telecom/Wireless, Hair/Nail Salon, Grocery/Mass/Drug, Tobacco, Repair Services, Home Electronics, Home Improvement, Home Furnishings, Other:

D. BUSINESS HOURS

Monday Time Open Time Closed
Tuesday Time Open Time Closed
Wednesday Time Open Time Closed
Thursday Time Open Time Closed
Friday Time Open Time Closed
Saturday Time Open Time Closed
Sunday Time Open Time Closed

E. STAFF

Number of full time employees
Number of part time employees



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F. MARKETING & ADVERTISING INFORMATION

What are your typical marketing and advertising efforts?

- \_\_\_ Newspaper Ads \_\_\_ Online Ads \_\_\_ Social Media \_\_\_ Email
\_\_\_ Coupons/Promo Offers \_\_\_ Sales \_\_\_ Seasonal Events \_\_\_ Direct Mail
\_\_\_ TV \_\_\_ Radio \_\_\_ Other: \_\_\_\_\_

G. OTHER INFORMATION

- Do you carry stock? \_\_\_ Yes \_\_\_ No
Will you require loading/unloading access? \_\_\_ Yes \_\_\_ No
Do you wish to apply for credit? \_\_\_ Yes \_\_\_ No

If yes, do you pay your invoices (check one)?

- \_\_\_ Routinely within 10 days? \_\_\_ Routinely within 20 days? \_\_\_ Routinely within 30 days?

Additional information / comments that could help us to get an honest impression about your (new-old-small-large-reorganized-growing...) business. What are your short and long term goals? Why do you think we should accept you as a tenant? Please use a separate page as needed.

Four horizontal lines for providing additional information or comments.

SUBMITTED BY:

Printed Name

Phone & email

Signature

Date

Please mark CONFIDENTIAL and mail, email or fax to:

Mark Bennett
mark@westardenver.com
Westar Real Property Services, Inc.
1600 Jackson Street, Golden CO 80401
Phone 303.798.0212 | Fax 303.798.0102