



Westar Real Property Services, Inc.  
4232 Wadsworth Boulevard | Wheat Ridge, CO 80033  
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

**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)**

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Restaurant        | <input type="checkbox"/> Dry Cleaner       | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Sporting Goods   |
| <input type="checkbox"/> Specialty Retail  | <input type="checkbox"/> Lgt Manufacturing | <input type="checkbox"/> Telecom/Wireless      | <input type="checkbox"/> Hair/Nail Salon  |
| <input type="checkbox"/> Grocery/Mass/Drug | <input type="checkbox"/> Liquors           | <input type="checkbox"/> Repair Services       | <input type="checkbox"/> Home Electronics |
| <input type="checkbox"/> Home Improvement  | <input type="checkbox"/> Home Furnishings  | <input type="checkbox"/> 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 \_\_\_\_\_



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Number of part time employees \_\_\_\_\_

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, Westar Real Property Services, Inc.
4232 Wadsworth Blvd., Wheat Ridge, CO 80033
mark@westardenver.com Fax 303.798.0102