



Tenant Application

Please provide the following information on the applicant company. Attach business plan and resumes. Once this document has been completed, please schedule an appointment with the Building Manager. Applications will not be considered without discussing your company with the Building Manager. Please attach full credit report with score.

I. General Information

Business Tax ID#: _____

Name of Applicant: _____

Address: _____

Telephone Number: (H) _____ (W) _____

Social Security Number: _____

Business Name: _____

Type of Company: Sole Proprietorship _____ Corporation _____

Partnership _____ Subchapter S _____

Is business currently in operation? Yes _____ No _____

If yes, year business was founded: _____

Do you currently have a City of Richmond Business License? Yes _____ No _____

Do you have a business plan? (Please attach) Yes _____ No _____

II. Business Product/Service Information:

Briefly describe your business product or service: _____

Briefly describe the market for your product/service (your target customer): _____

Who are your competitors? (Name at least two): _____

Why do you think you have a competitive advantage? _____

How do you market and distribute your product or services?

_____ **Direct Mail**

_____ **Personal Contacts**

_____ **Sales Force**

_____ **Publication Advertising**

III. Business Experience

Describe your past experience that relates to your product/ service and the length of that experience (attach resume if available): _____

List the names and titles of any other officers or key personnel (attach resumes if available): _____

*Please return application to AdvanTech either by mail, fax or e-mail:
501 E. Franklin Street
Richmond, VA 23219 804- 521-4002, 804-521-4004 (fax)
E-mail: mark.ellison@richmondeda.org*