



## Santa Cruz Commerce Center Space Lease Request Documentation Requirements

The following items must be included in an initial Lease Request to the Ak-Chin Industrial Park Board. These items will help the Board determine if the proposed lease is compatible with the Santa Cruz Commerce Center. Potential lessors are requested to submit a single unbound set of the following documentation:

1. **Name of Organization:** Provide the legal name of the organization (or individual) that will be the lessor.
2. **Type of Organization:** Corporation, Partnership, Sole Proprietorship, etc.
3. **Description of Organization:** Provide the type of business and a brief description of its activities.
4. **Contact Information:** Provide contact information for the person(s) that should be contacted for clarifications or additional information. This information should include: mailing address, telephone and fax numbers, and an email address (if available).
5. **Unit Preference:** Provide the building name and suite number(s) for your preferred lease location as they appear on the appropriate Building Floor Plan illustrated on the Santa Cruz Commerce Center website ([www.leaseakchin.com](http://www.leaseakchin.com)).
6. **Intended Development:** Describe the intended use(s), parking needs, outdoor storage requirements, etc. If available, provide photographs of your current facilities.
7. **Infrastructure Needs:** Estimate your needs for water, electricity, telephone and other utilities. Include a description of the traffic you will generate (e.g.: 24-hour operations with 10 employees; 20 visitors and 3 semi-trailer truck deliveries per day).
8. **Ability to Enter Lease:** Provide initial information that illustrates that you would be financially and legally capable of entering into Lease with the Ak-Chin Indian Community. This can be a descriptive paragraph with attached documentation supplied by your bank or other references.
9. **References:** Please provide three references for your business, including the nature of the reference (banking, trade, personal, etc.), the name of the firm (if applicable), the contact person, the address and the direct telephone number.

The submitted package will be reviewed by the Industrial Park Board and may result in a Letter of Interest (LOI) or a Letter of Rejection (LOR). An LOI will require additional information prior to entering into a Letter of Intent and ultimately a lease. An LOR can be appealed by requesting an appearance before the Board at a Regular Meeting, which are held on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month.

Thank you for considering locating in the Santa Cruz Commerce Center.