

## **LEASING AT CENTRAL CITY**

Thank you for your interest in Central City!

Central City is Surrey's brightest landmark, the largest office complex in British Columbia and home to one of Canada's most respected universities. It is an award winning world-class development located at the centre of the fastest growing city in BC.

It is a mixed-use development combining 640,000 SF of superior retail, a 350,000 SF Simon Fraser University Campus at full capacity with 7,500 students and 560,000 SF of Class AAA office space containing 3,500+ office employees. The shopping centre is anchored by Best Buy, Winners, Shoppers Drug Mart, The Brick, T&T Supermarket, Club 16 Trevor Linden Fitness/She's Fit!, and Walmart. With shopping, business and education converging together, Central City provides a unique opportunity for your business.

Before completing the attached Lease Application Form, please advise whether you are represented by an agent. If represented by an agent, please have your agent contact us and do not complete the Lease Application Form. If you do not have an agent, please review the following forms: Disclosure of Representing in Trading Services and Disclosure Risk to Unrepresented Parties. After reviewing these forms, please advise if you have any questions. Once these two forms have been reviewed and completed by both parties, please proceed to complete the Lease Application Form. Please be advised that we represent the Landlord at all times and we strongly recommend that you obtain an agent to advise you and your best interest.

By mail:

Attn: Stephanie Setchell  
Blackwood Partners Management Corporation  
2153 Central City  
10153 King George Boulevard  
Surrey, BC V3T 2W1

By email: [ssetchell@blackwoodpartners.com](mailto:ssetchell@blackwoodpartners.com)

# CENTRAL CITY

**blackwood**  
PARTNERS

## LEASE APPLICATION FORM

### APPLICANT:

Trade Name: \_\_\_\_\_

Legal (business) Name: \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### TYPE OF LEASING REQUIRED:

\_\_\_\_\_ In Line (Retail Store)

\_\_\_\_\_ Retail Merchandising Unit (Cart in common area)

\_\_\_\_\_ Office Space

### PRODUCT DESCRIPTION/ CUSTOMER PROFILE:

Use Description (Type of Product lines/ Service): \_\_\_\_\_

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Average Profit Margin or Mark-up: \_\_\_\_\_

Expected average sales per square foot (psf) or monthly Gross Revenue: \_\_\_\_\_

Target Market: \_\_\_\_\_

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**COMPANY OWNER INFORMATION:**

Current Locations: \_\_\_\_\_

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Term at Current Locations: \_\_\_\_\_

Business Experience: \_\_\_\_\_

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Shopping Centre Experience: \_\_\_\_\_

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**COMPETITION:** Who are your closest competitors?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

What is your competitive advantage? \_\_\_\_\_

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**CREDIT CHECK APPLICATION FORM:** Please complete the attached Credit Application form on page 6.

**BUSINESS PLAN:** Please provide a full business plan including the following:

- **Company Owner Information** – Business background on individual(s) and/or company. Who will indemnify, if requested?
- **Financial Information** – How much money will be spent on leasehold improvements; how much working capital; how is business financed; what is asset value?
- **Sales Projections** – What is your estimate of annual sales for the first year? How much revenue is required to survive the first year?
- **Net Profit Projections** – Please complete the attached Net Profit Projections Form or provide your own format with similar data.
- **Business Operation** – Provide an outline of how the business venture will be organized. Is the business a franchise?
- **Product Description and Customer Profile** – type of product lines, price range, expected average customer sales, etc.
- **Marketing and Advertising Plans** - Please provide marketing plans including customer base and planned participation in the shopping centre's promotional programs.

## Net Profit Projection

Dates: \_\_\_\_\_  
(May be expressed as percentages or whole numbers)

Sales \$ \_\_\_\_\_  
Minus Cost of Goods Sold \$ \_\_\_\_\_  
= Gross Margin \$ \_\_\_\_\_  
Minus Equity Rental Fees \$ \_\_\_\_\_  
Minus Payroll \$ \_\_\_\_\_  
Minus Advertising \$ \_\_\_\_\_  
Minus Other Expenses \$ \_\_\_\_\_  
Earnings Before Taxes \$ \_\_\_\_\_  
NET PROFIT \$ \_\_\_\_\_

**Disclaimer:** All information contained in this business plan, including but not limited to sales/ financial information, is based solely on my estimate and is not based on any information, statements or representations made by Blackwood Partners Management Corporation or its officer agents or employees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Requesting Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel.: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Prospective Tenant**



Corporation Full Legal Name: \_\_\_\_\_

Operating Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Tel.: \_\_\_\_\_ Incorporated or Limited?: - select - \_\_\_\_\_ Date of Inc.: \_\_\_\_\_ Prov.: \_\_\_\_\_

Signing Authority for Lease: \_\_\_\_\_ Title: \_\_\_\_\_

Business Registration: Yes  No  BIN#: \_\_\_\_\_ Date: \_\_\_\_\_

**Individual:** \_\_\_\_\_ Do you own?: Yes  No

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Tel.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SIN (optional): \_\_\_\_\_ Drivers License #: \_\_\_\_\_

**Bank:** \_\_\_\_\_

Personal Account  Business Account

Address: \_\_\_\_\_

Transit#: \_\_\_\_\_ Acct #: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Account Manager: \_\_\_\_\_

**Bank:** \_\_\_\_\_

Personal Account  Business Account

Address: \_\_\_\_\_

Transit#: \_\_\_\_\_ Acct #: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Account Manager: \_\_\_\_\_

**Landlord:** \_\_\_\_\_ May we contact Landlord?: Yes  No

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

**Credit/Supplier:** \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

**Credit/Supplier:** \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

**Credit/Supplier:** \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

**Credit/Supplier:** \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_

I/We understand that this information and form is given to assist you in analyzing our situation and to help you ascertain the possibility of such an agreement. The undersigned hereby declares that the above statements are true in substance and in fact. In connection with my/our application for credit, I/We hereby take notice that Quality Credit Services Limited will have access to this application, which may contain personal and identifying information as defined in Canadian Privacy Legislation. Quality Credit Services Limited will be using the subject application to obtain bank reference information, including account balances and other credit information on behalf of Blackwood Partners Management Corporation and may be referring to a consumer report respecting us/me containing personal information and/or credit information. I/We hereby consent thereto and to the disclosure of such information to other credit grantors or consumer reporting agencies. And furthermore, I/We are agreeable to the Landlord obtaining subsequent credit information throughout the duration of the Lease.

**Prospective Tenant #1**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Prospective Tenant #2**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_