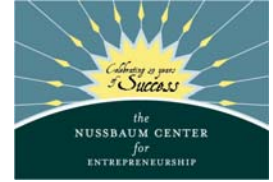


# Associate Application



## The Nussbaum Center for Entrepreneurship

The application for tenancy in The Nussbaum Center for Entrepreneurship *must be completed in its entirety for prompt consideration. Additional information may be requested as part of the application process. Propriety information will be treated as confidential.*

Name of company: \_\_\_\_\_

Name of person completing this application: \_\_\_\_\_

**Item A** *Should a lease be ratified, who will be responsible for the applicant company's operations at The Nussbaum Center for Entrepreneurship?*

Primary Contact		
Name: _____		
Title: _____		
Home Address: _____ <i>Street Address</i>		
_____	_____	_____
<i>City,</i>	<i>State,</i>	<i>Zip Code</i>
Cell Phone: _____ <i>Area Code</i>		

Secondary Contact		
Name: _____		
Title: _____		
Home Address: _____ <i>Street Address</i>		
_____	_____	_____
<i>City,</i>	<i>State,</i>	<i>Zip Code</i>
Cell Phone: _____ <i>Area Code</i>		

Who will be legally responsible for the lease if one is ratified? \_\_\_\_\_

Describe your company's operations that you propose to locate at NCE by checking the appropriate answer(s):

Product/ Service: \_\_\_\_\_

The company proposes to have at The Nussbaum Center for Entrepreneurship Site:

- |  |  |
|--|--|
| <input type="checkbox"/> Manufacturing Plant | <input type="checkbox"/> Administrative Office           |
| <input type="checkbox"/> Assembly Plant      | <input type="checkbox"/> Research and Development Center |
| <input type="checkbox"/> Service Center      | <input type="checkbox"/> Employee Training Center        |
| <input type="checkbox"/> Distribution Center | <input type="checkbox"/> Other _____                     |

Initial Capitalization of your business:

- 0 - \$50,000     
 \$50,000 - \$100,000     
 \$100,000 - \$150,000     
 over \$150,000

**Item B**

How is your company structured? (Check one)

<input type="checkbox"/>	<b>Sole Proprietorship</b>
a. How many years has the business filed tax returns? _____	
b. List all officers: _____ _____ _____ _____ _____ _____	

<input type="checkbox"/>	<b>Incorporated</b>
a. Which states?_____	
b. On what date?_____	
c. Name any corporate parent: _____	
d. List the officers: _____ _____ _____ _____ _____	

<input type="checkbox"/>	<b>Partnership</b>
a. What year did you first file with the IRS as a partnership? _____	
b. List all officers: _____ _____ _____ _____ _____ _____	

Present address of your company: _____ <i>Post Office Box</i> _____ <i>Street Address</i> _____ <i>City, State, Zip</i>
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Business Contact Numbers: (    ) _____ <i>Phone</i> (    ) _____ <i>Fax</i>
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E-mail Address: _____
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Federal Tax ID Number: _____
---------------------------------

City Business License Number: _____
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**Professional Assistance Required**

(Check all that apply)

[ ] Insurance  
[ ] Marketing

[ ] Accounting  
[ ] IT

[ ] Legal  
[ ] Human Resources

A written Business Plan is required before approval.

Do you require assistance to complete Plan?

[ ] Yes

[ ] No

**Item C**

*What are your site criteria?*

**Office Space**

- a. How much space do you need?  
\_\_\_\_\_
- b. List the office equipment that you will have on site:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- c. List your other criteria: (Internet, Copier, Fax etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Industrial or Lab Space**

- a. How many square feet? \_\_\_\_\_
- b. List your capacity for:
  - 1) Electricity \_\_\_\_\_
  - 2) Natural Gas \_\_\_\_\_
  - 3) Water/Sewer \_\_\_\_\_
- c. List the machinery that will be used:  
\_\_\_\_\_  
\_\_\_\_\_
- d. List your other criteria: (Wet Lab, Loading Dock, High Voltage, Compressed Air etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any flammable, volatile, toxic chemicals or other hazardous materials you propose to use on site at any time:

\_\_\_\_\_  
\_\_\_\_\_

All Hazardous waste must be disposed of in accordance with North Carolina and Federal regulations. List details of your Hazardous waste disposal methods:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Define your reason for selecting The Nussbaum Center for Entrepreneurship as a site:

\_\_\_\_\_

When do you desire to begin a lease (should one be ratified)? \_\_\_\_\_

When do you anticipate needing additional space? \_\_\_\_\_

How many employees will be on site initially? \_\_\_\_\_

Projected number of employees to be on site at the end of the year? \_\_\_\_\_

**Item D**

List three credit or business references, which may be contacted on a confidential basis.

	<b>Bank</b>		<b>Credit Reference</b>		<b>Credit Reference</b>
	a. Bank name: _____ _____		a. Business name: _____ _____		a. Business name: _____ _____
	b. Principal contact: _____ _____		b. Principal contact: _____ _____		b. Principal contact: _____ _____
	c. Phone number: _____		c. Phone number: _____		c. Phone number: _____
	d. <input type="checkbox"/> Business <input type="checkbox"/> Personal		d. Type of account: _____		d. Type of account: _____

**Please provide a copy of your business plan.**

**A business plan should answer the following five questions:**

1. What is your business?

*How do you define your business...*

2. What is your product and/or service?

3. Who is your customer?

4. What is your marketing method?

*Word of mouth, internet, direct mail, etc...*

5. Financials:

**ATTACH FINANCIALS. PLEASE INCLUDE THE FOLLOWING:**

- Revenue
- Cost of Goods Sold
- General Administrative Costs ( *rent, salaries, etc.*)
- Interest Expense ( if you are operating under a loan)
- Profit/ Loss

**How did you hear about the NCE?**

**In what ways do you expect to benefit through an association with The Nussbaum Center for Entrepreneurship?**

Submission of this application is only to allow The Nussbaum Center for Entrepreneurship to consider leasing space and/or extending services to the listed applicant. In no way does the issuance of an application guarantee that a lease proposal will be extended and/or ratified. Data may be extracted for statistical compilation purposes. The Nussbaum Center for Entrepreneurship makes the final determination on applications and lease ratifications.

***I have completed this application in its entirety and certify to its accuracy and release this information to The Nussbaum Center for Entrepreneurship.***

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

Title: \_\_\_\_\_

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