



Building Application

Please print neatly and be complete in your answers. Thanks!

Full Name: _____

Type of Business: _____

How Many Office (s)/Retail Space (s) Requesting: _____

Mailing Address: _____

Phone Number: Day _____ Cell _____

Email Address: _____

The RTEC Committee retains the right to alter the criteria based on the current occupancy rate and other factors. A completed Business Plan for potential participants which contains, among other sections, executive summary, potential markets and size of market, growth potential, financial projections, exit strategies and best estimate of length of stay. Participants should be directly involved in the production of this important document. If a potential tenant does not have a Business Plan, the Small Business Development Center (SBDC) will work with the potential tenant to complete.

Business Plan attached _____ If no, when will meet with the Small Business Development Center _____.

Tenant Finish Plan – Attached if applicable

The following list constitutes the qualifications and expectations for a successful applicant. Candidates should meet the majority of these qualifiers:

- New or early stage business - a business should be 2 years old or less. Some businesses operating longer may be permitted if the business is going in an entirely new direction (i.e. significantly re-organizing for expansion or from a home-based).

- Expanding Businesses to Rawlins—a new business to Rawlins that meets additional criteria. Limited offices for expanding businesses, please call for more information.
- A specific, and realistically viable business concept, and not simply a general goal to "own my own business".
- The business is likely to survive and grow into a sustainable company and function outside RTEC in one to four years.
- Intent to remain in the RTEC Community after "graduation" – participate in RTEC seminars, events and any other duties to continue the growth of RTEC or its tenants.
- Capital/Mean of Support - A candidate for admission should have adequate capitalization to provide for six to twelve months of viable operation (to be outlined in the business plan); or if a very small operation, have sufficient means to cover RTEC office agreement and additional business expenses for an extended period while business is growing.
- Potential to employ others upon future expansion.
- Business suitable to operate in the "professional office & retail environment" and does not require a large waiting area for customers or unattended children, or extensive parking needs.
- Generally compatible with the Entrepreneurial community, and willingness to support and promote the RTEC concept. Does not weaken or alter RTEC's image or purpose, nor negatively impact other participants' business operations.
- Some experience - RTEC welcomes, actually gives preference to, those who need assistance and on-going support. However, the applicant should possess a rudimentary knowledge of the chosen field and of basic business practices before moving forward.
- Willingness to conduct business in an open, collaborative and cooperative fashion with other Entrepreneurs, including regular status reports to the RTEC Center Manager.
- Limited Duplication of Existing Businesses - Entry of new businesses that closely resemble existing RTEC participants will be judged on a case-by-case basis to rule out potential conflicts. Also, the presence of a significant number of identical/similar businesses already in the community may be a limiting factor.
- Non-Profits may be considered for admission into the Center.

Name: _____ Date: _____

(Signature)

RTEC Staff: