

# Carl G. Hefner Enterprise Center

## Business Incubator Application for Admittance

(Please include a copy of your driver's license and social security card along with the required \$35 fee)

### I. APPLICANT INFORMATION

Business Name: \_\_\_\_\_

Contact Person and Position: \_\_\_\_\_

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

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

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Business \_\_\_\_\_

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

Website: \_\_\_\_\_

### II. BUSINESS INFORMATION

Is this your business? \_\_\_\_\_ Yes \_\_\_\_\_ No

Date business formed: \_\_\_\_\_

Business filed with Missouri Secretary of State: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Status of the business: \_\_\_\_\_ Concept – idea / business plan started, market defined  
\_\_\_\_\_ Emerging – business plan completed, developing product/service  
\_\_\_\_\_ Expanding – business is looking to expand operations  
\_\_\_\_\_ Relocating: \_\_\_\_\_  
\_\_\_\_\_ Other: \_\_\_\_\_

Type of business: \_\_\_\_\_ Sole Proprietorship  
\_\_\_\_\_ Partnership  
\_\_\_\_\_ Limited Liability Company (LLC)  
\_\_\_\_\_ Corporation (State and date incorporated \_\_\_\_\_)

Federal Tax ID # \_\_\_\_\_

Missouri Tax ID # \_\_\_\_\_

Business Owners/Principals/Partners/Major Shareholders/Officers (please include name, address, phone number and title. ) *Attach additional pages as needed.*

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

Bank primary contact and title: \_\_\_\_\_

\_\_\_\_\_

Last year's total sales? \_\_\_\_\_

Last year's total profits? \_\_\_\_\_

Is it intended that this business provide you and/or your managing principals with your primary source of income? \_\_\_\_\_

If not, where are/will you work? \_\_\_\_\_

\_\_\_\_\_

Briefly describe your business, its products/services and markets: \_\_\_\_\_

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

What is your mission statement or what are you trying to do with this business? \_\_\_\_\_

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

Who and what is your market? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What industry will this business be a part of and what is the condition of the industry? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the problem or opportunity you aim to solve? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to do it? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your marketing plan? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us about your financial projects (cash flow, profits, investments). \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**III. OCCUPANCY INFORMATION**

Desired date of occupancy: \_\_\_\_\_

Currently occupying: \_\_\_\_\_ rental space in commercial facility  
\_\_\_\_\_ space in a personal residence  
\_\_\_\_\_ other: \_\_\_\_\_

Current space requirements (1 person/2 or more personnel/other needs): \_\_\_\_\_

Do you have a written business plan? \_\_\_\_\_ Yes \_\_\_\_\_ No

*(If yes, please attach a copy to your application.)*

Please identify the type of assistance you are seeking from the Enterprise Center:

\_\_\_\_\_ General Business Assistance

\_\_\_\_\_ Business Plan Preparation / Execution

\_\_\_\_\_ Market Research

\_\_\_\_\_ Marketing / Sales

\_\_\_\_\_ Accounting Services

\_\_\_\_\_ Financial Services

\_\_\_\_\_ Management / Operations

\_\_\_\_\_ Human Resources

\_\_\_\_\_ Management Team Development

\_\_\_\_\_ Permits

\_\_\_\_\_ Business Advocacy

\_\_\_\_\_ Product Development

\_\_\_\_\_ Other: \_\_\_\_\_

*(Please read carefully before signing.)*

By signing this Application for Admittance, I represent that the information is correct and accurate and that no facts have been omitted that may have a bearing on this application. I also acknowledge that the Enterprise Center management may obtain relevant credit and background information to be used as a part of the evaluation process for acceptance as a tenant to the Enterprise Center. I understand the information contained in this application will held in the strictest confidence. I further understand that this application is subject to review and in no way guarantees my admission to the Carl G. Hefner Enterprise Center and that no liability will be assumed by the Enterprise Center. The Board of Directors of the Carl G. Hefner Enterprise Center retains sole and exclusive authority to accept or reject tenant application packages. If accepted, tenants are required to complete separate lease agreements. I authorize the Enterprise Center, the Ozark Chamber of Commerce and their employees, officers and board members to collect, review and analyze the information contained in this application, and I release and fully discharge them from any claims, demands or liabilities that I may have, arising from or relating to their use of such information in connection with this application.

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Signature

Date