



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Commercial Rental Application

****All Incomplete applications will be declined****

Please attach the following:

- Business Plan
 - Your business plan should include the following information:
 - Business overview: Includes a description of the business, background information about the applicant, reasons for starting, expanding, or relocating the business, applicant's relationship to the neighborhood (if any), and a clear vision, values, and purpose of the business. If the business is an existing business, includes details about the existing operations.
 - Market understanding: Explains the market for the product or service offered, market trends, and area competition and what differentiates this business from other similar businesses. Describes the target customer. Outline how the business will market and retain customers and how regularly customers will buy the good or service sold. Best proposals will indicate a familiarity with the Glenwood Avenue corridor and surrounding neighborhoods and explain what makes this location a good fit for the business.
 - Explanation of the products or services offered: Details the goods or services to be sold and the cost of the goods or services. Indicates the supply source and mark-up of the good. If a service, explains the value of the service and costs associated with maintaining the service. Compares the prices proposed with average market prices.
 - Business operations: Explains the structure of the business (LLC, non-profit, franchise, etc.) and who will manage the back-of-house operations (accounting and filing taxes, hiring contractors and employees, marketing and website management, etc.). Indicates what, if any, permits (local, state, or federal) are required to open and operate the business.
 - Staffing and Operations Plans: Explains the plan for operations (hours, key management roles, and staffing) and the anticipated jobs and wages for jobs created by the business. Include owner compensation.
 - Start-Up/Relocation Costs: Includes an explanation of the improvements needed to the space and a list of the equipment needed (if application), the cost of the improvements, signage, and equipment, and the anticipated time it will take to make the improvements.
 - Source of Capital: Indicates how the business will be financed (pre-approval for a loan or a list of loans business will apply for, list of investors, or other proof of financial capability such as owner equity).
 - Financial Projections: First-year projections include start-up costs, explanation of fixed costs associated with business operations and an explanation of assumptions underlying revenue projections.
 - Break-Even calculation: Indicates the fixed costs of the business and the amount of goods or services sold needed to cover fixed expenses.



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Youngstown Neighborhood
Development Corporation



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- For instruction on writing a business plan, there are many online resources available including free, on-demand webinars and guides you can download and follow to put together a business plan.
- If you want someone to help review your business plan, or if you feel stuck and need help figuring out where to start, please contact the one of the following:
 - YBI Minority Business Assistance Center – www.ybi.org | 330.746.5003
 - YSU Small Business Development Center – 330.941.2140
- Most recent two years’ financial statements
 - If you are an established business, you can provide your profit and loss statements or full financials. You should also provide projections.
 - If you have a new business, please explain how you came up with the projections in your proposal. We recommend a new business start with projecting revenue first and calculating your expenses second for a more realistic understanding of your financial position.

Applicant Contact Information

Date of application: _____
 Business name: _____
 Owner/authorized representative name: _____
 Address: _____
 Phone: _____ Email: _____

Landlord Reference/Contact Information

Current Address: _____
 Landlord Name: _____ Phone Number: _____
 From/To (Dates): _____
 Current Rent: _____ Current Utilities: _____
 Why Do You Want to Move?: _____

General Information

Is this business in the process of becoming evicted or have you ever been evicted or otherwise involuntarily removed from leased space due to: fraud, non-payment of rent, failure to cooperate with re-certification procedures, or for any other reason? Yes No

If yes, explain: _____

Has an owner, authorized representative, or board member of this business been arrested/convicted of a crime within the past 5 years? Yes No

If yes, explain: _____

Has an owner, authorized representative, or board member of this business had any experience with drug use, sale, or possession within the past 3 years? Yes No

If yes, explain: _____

Has this business ever filed for bankruptcy? Are you in the process of filing for bankruptcy? Yes No

If yes, explain: _____

Has this business applied for commercial space with YNDC in the past? Yes No

Is this business a former YNDC tenant? Yes No

Business activity: _____

Amount of space desired: _____

Type of space desired: _____

Additional space requirements: _____

Certification

I hereby CERTIFY that I am an authorized representative of the business applicant and that the information stated above is true, correct, and complete to the best of my knowledge. I further understand and agree that if any of the information I provided in this application is found to be incomplete, incorrect, or false, it will be grounds for denial of this application or termination of my tenancy. I also hereby authorize the owner and/or owner's agent to verify the foregoing income and asset information; to conduct a credit check and check for prior evictions; to call current and former landlords; and to verify any other information I have provided on this application. I further understand that this application does not guarantee commercial space or a position on the waiting list.

Applicant Signature: _____ Date: _____