

POMPANO BEACH CRA

Tenant Application Information

I. Introduction

The Pompano Beach Community Redevelopment Agency (CRA) is a public body corporate and politic established for the purpose of carrying out redevelopment activities that include reducing or eliminating blight, improving the economic health of an area, and encouraging public and private investments in a CRA district. The CRA has completed streetscape improvement projects, renovated existing buildings and constructed new developments to facilitate their goal. In the Northwest CRA district, the CRA has possession of the property located at 731 Hammondville Road. There is a unit that has become available to sublease at this property, which was designed for a take-out restaurant. The initial rent for Unit C is \$790 per month and the space is 538.3 SF with restaurant equipment included. The space will be available as early as July 1, 2016. The building has four other tenants that include a bookkeeper, a photography studio, a salon, and Bojo's Seafood Kitchen. The CRA is looking for a compatible tenant to fill the space.

The following exhibits are included for reference in this application:

- Exhibit A- Fact Sheet
- Exhibit B- Floor Plan
- Exhibit C- Equipment List
- Exhibit D- Selection Committee Rating Sheet

II. Application Requirements

The following documents must be submitted to the CRA to be considered:

- a.** Completed Tenant Application
- b.** Release Waiver
- c.** Business Plan
- d.** Sample Menu
- e.** Personal References (minimum of 2)
- f.** Business References (minimum of 2)
- g.** Application fee of \$30.00 payable to the Pompano Beach CRA

Once reviewed, you may be asked to:

- a.** Provide product samples
- b.** Participate in a personal interview with selection committee
- c.** Background (criminal)
- d.** Submit financial records
- e.** Credit Check
- f.** Submit all documentation by deadlines
- g.** Sign a lease agreement
- h.** Pay the first, last and security deposit.

III. Application Process

- a. Applicant submits all application requirements. All applications are due **June 6, 2016**. Please turn in applications, requirements and \$30 application fee to the CRA office, located on the second floor of City Hall at 100 W. Atlantic Boulevard, Room 276, Pompano Beach, Florida 33060.
- b. CRA staff reviews applications and will have a background check conducted. The CRA may have a third party review any application materials at any point in the application process.
- c. Once an application is reviewed, additional documents identified in section II may be requested.
- d. The selection committee will review and rate approved applications along with menu samples. See Exhibit D for Rating Sheet.
- e. The new tenant for Unit C will be selected based on selection committee results. The new tenant must enter into a Sublease Agreement, which will be taken to the CRA Board for approval at the next available meeting.

Pompano Beach CRA
Release Waiver

I hereby authorize the Pompano Beach CRA to perform any of the required investigations in connection with my application to become a tenant of the 731 Retail Shoppes, Unit C. I further hereby authorize the release of information related to this application.

Signature

Print Name

Date

Pompano Beach CRA

Tenant Application

Applicant Name: _____

Business Name: _____

Current Address: _____

(business if applicable) _____

Length of time at address: _____

OWN RENT

Landlord Contact Details: _____

Type of Business: _____

Start-Up Established

Date Business Established (if applicable) _____

Current Business Earnings (if applicable) _____

Social Security No. _____

Date of Birth _____

1. Do you now or have you ever had a loan with the CRA?

Yes No

2. If yes, are you current on loan payments?

Yes No N/A

3. Have you, your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?

Yes No

If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.

4. Have you, your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to business operations?

Yes No

If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.

5. Have you, your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty?

_____ Yes _____ No

If “yes,” identify on a separate signed page the person or persons convicted, the court (the City if a state court, the district or location of the federal court), the year and the criminal conduct.

6. Please list any relevant/past experience:

7. Provide brief description of your restaurant.

8. What will your restaurant's specialty dish be?

9. Will you be serving any type of alcoholic beverages? If yes,

please list: YES NO

10. What are your proposed business hours?

Monday _____ Tuesday _____

Wednesday _____ Thursday _____

Friday _____ Saturday _____

Sunday _____

11. Please list any additional information you think the review committee may need in consideration of your application:

EXHIBIT A

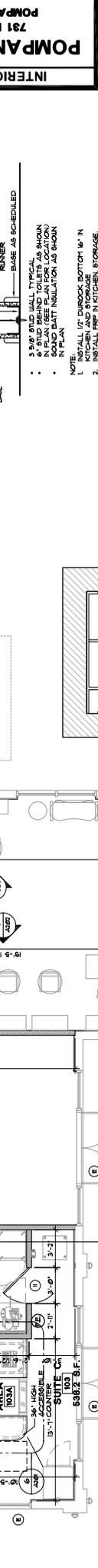
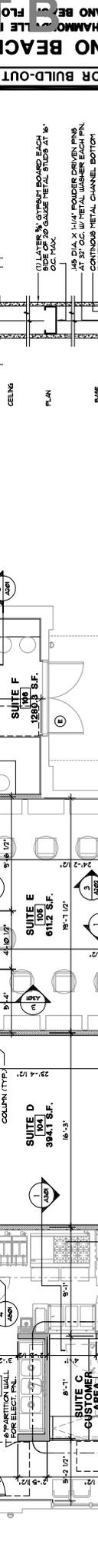
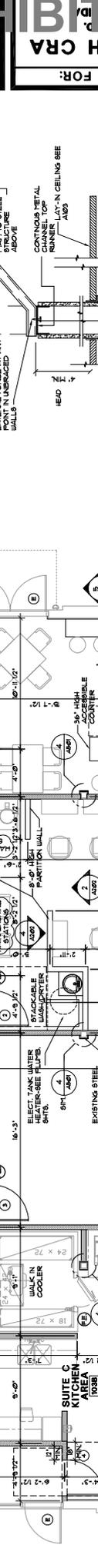
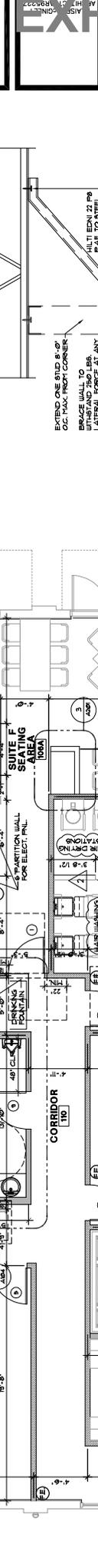
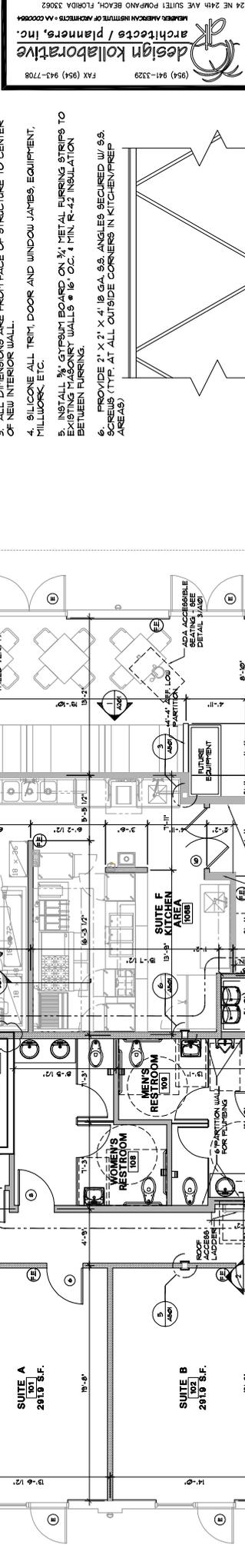
731 Hammondville Road Retail Center Fact Sheet

| Space | Square Feet | Notes | Rent per Month |
|-------|-------------|---|----------------|
| A | 291.9 | | \$300 |
| B | 291.9 | | \$300 |
| C | 538.3 | Corner (Take-Out Restaurant) | \$790 |
| D | 394.1 | | \$450 |
| E | 611.2 | | \$750 |
| F | 1280.2 | Corner (Dine-In Restaurant with Outdoor Patio Area) | \$1,920 |

Rent includes landlord's contribution to property taxes, building insurance, and site maintenance. Utilities for electric, security, cable, internet, phone, and trash management to be paid by tenant. Additionally for applicable tenants: pest control, water, sewer, and grease trap cleaning also to be paid by tenant.

GENERAL NOTES:

1. PARTIAL CONTRACTOR SHALL PROVIDE BLOCKING FOR SUPPORTING AT THE FOLLOWING AREAS
 - 1A. LAVATORIES
 - 1C. URINALS
 - 1D. TOILET ACCESSORIES
 - 1E. HAND SINKS
 - 1F. FOOD TRAYS
 - 1G. DRINKING FOUNTAIN
2. ALL INTERIOR FINISHES TO BE CLASS A, B OR C.
3. ALL DIMENSIONS ARE FROM FACE OF STRUCTURE TO CENTER OF NEW INTERIOR WALL.
4. SILICONE ALL TRIM, DOOR AND WINDOW JAMB, EQUIPMENT, MILLWORK, ETC.
5. INSTALL 3/4" STRIP BOARD ON 3/4" METAL FIRING STRIPS TO EXISTING MASONRY WALLS @ 16" O.C. 4 MIN. R-42 INSULATION BETWEEN FIRING.
6. PROVIDE 2" X 2" X 1/4" 18 GA. S.S. ANGLES SECURED W/ 5/8" S.S. ANCHORS (TYP. AT ALL OUTSIDE CORNERS IN KITCHEN/PREP AREAS)



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POMPANO BEACH CRA
731 HAMMOCK LANE
POMPANO BEACH, FLORIDA 33062

INTERIOR BUILD-OUT FOR:

DATE: 2013-08-30
 30% CONSTR. 2013-08-30
 PROJECT NO: 13011
 SHEET NO: A101

WALL LEGEND

- EXISTING EXTERIOR MASONRY WALLS - SEE DETAIL 07/1001
- EXISTING INTERIOR WALLS - SEE DETAIL 07/1001
- NEW PARTITION WALL, FULL HEIGHT, SEE DETAIL 07/1001
- 1-HR. FIRE RATED PARTITION, SEE DETAIL 07/1001

01 TYP. INT. PARTITION WALL PLAN
SCALE: 1/4" = 1'-0"

02 INTERIOR PARTITION WALL (TYP.)
SCALE: 1/2" = 1'-0"

03 ADA ACCESSIBLE SEATING
SCALE: 1/2" = 1'-0"

04 CMU BLOCK-UP DETAIL
SCALE: 3/4" = 1'-0"

EXHIBIT C

731 MLK Unit C Equipment List

| Asset Discription | Asset Tag # |
|----------------------------|--------------------|
| Walk in cooler | 22078 |
| Wall Mount Shelving | 22079 |
| Wall Mount Shelving | 22080 |
| 3 Compartment Sink | 22081 |
| Wall Mount Shelving | 22082 |
| Wall Mount Shelving | 22083 |
| Work table w/ drop in sink | 22084 |
| Wire Shelving | 22086 |
| Wire Shelving | 22088 |
| Hand Sink | 22089 |
| Stainless Steel Work Table | 22091 |
| Gas Fryer | 22092 |
| Gas Fryer | 22093 |
| 60' Range | 22094 |
| Reach-In Freezer | 22097 |
| Table Mounted Overshelf | 22098 |
| Hot Food Serving Counter | 22099 |
| Reach-in Refridgerator | 22100 |
| Refridgerated Display Case | 22101 |
| Ice Cube Maker | 22102 |
| Electric Food Slicer | 22096 |

EXHIBIT D

Prospective Tenant Rating Sheet

731 Retail Shoppes – Unit C

Tenant Name: _____

Please rate the tenant on a scale of 1-10 (1 being the lowest, 10 being the highest rating) based on the following criteria:

| | | | | | | | | | | | |
|-----------------------------------|---|---|---|---|---|---|---|---|---|---|----|
| Industry Experience: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Prior Business Experience: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Business Plan: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Product Line and Menu: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Connection to Community: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Overall Market Appeal: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Other Relevant Experience: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| References: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Tenant Compatibility: | 0 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

TOTAL:

Committee Member Name: _____

Initials: _____

Comments:

EXHIBIT D

Rating Category Descriptions

Please use the following descriptions/criteria as a guideline when rating each tenant on a scale of 1-10, (1) being the least and (10) being the most qualified. A rating of (0) should be used only if the candidate has no known knowledge or experience in the category.

Industry Experience: Applicant has a strong background in the restaurant industry, specifically in the takeout or fast-casual environment.

Prior Business Experience: Applicant has owned and/or operated a business previously with long term stability.

Business Plan: Applicant submitted a complete business plan that shows long term operating goals and positive financial feasibility.

Product Line & Menu: Submitted sample menus are well laid out with complimentary items and a strong product line.

Connection to Community: Applicant's proposed business plan, product line & are fitting with the community surrounding the space. Will the community like and benefit from the opening of this business?

Overall Market Appeal: How successful do you think the business will be in the overall market, expanding beyond the immediate area.

Other Relevant Experience: Applicant has experience in a related or similar business, or has worked in a similar environment but not at management/ownership level.

References: Applicant has submitted a minimum of two (2) business and (2) personal references with all contact information and details. You do not need to call the references.

Tenant Compatibility: Will the type of restaurant the applicant will be operating be compatible with the other tenants of the 731 Retail Shoppes?