



Town of Amherst
Industrial Development Agency

Sublessee Approval Form

PART I - TO BE COMPLETED BY LESSEE (DEVELOPER)

Property Address: _____

Name of Sublessee: _____

The following information is an outline relative to the potential client and their proposed contract to sublease space in the above referenced facility.

1. Company Name: _____

2. Amount of space to be leased: _____ SF

What percentage of the building does this represent? _____ %

3. Are the terms of the lease: GROSS [] or NET []

If GROSS lease, please explain how Agency participation is being passed on to the tenant:

4. Estimated date of occupancy: _____, 20____

PART II - TO BE COMPLETED BY PROPOSED TENANT

1. Company Name: _____

2. Local Contact Person: _____

3. Title: _____

4. Email: _____

5. Company President / General Manager: _____

6. Business Description: _____

7. History of company (i.e. start-up, recent acquisitions, publicly traded?): _____

8. Does this occupancy constitute an expansion? YES [] or NO []

9. Does this occupancy constitute a relocation? YES [] or NO []

If YES, please state:

(a) Where company is relocating from:

Address: _____

City: _____ State: _____ Zip: _____

(b) Is Amherst location necessary to:

Discourage your company from moving out of New York State: YES [] or NO []

Maintain your company's competitiveness within its industry: YES [] or NO []

[If YES is checked on one or both, please provide specific explanation as an attachment on company letterhead]

(c) With regard to your current (or previous) location, does your company: OWN [] or LEASE []

If OWN, what will happen to the facility after your company leaves? _____

If LEASE, when does lease expire? _____, 20____

(d) Were local economic development officials contacted about the availability of alternative sites within the community you are leaving? YES [] or NO []

If YES, what was the outcome? _____

If NO, why not? _____

10. Will this Amherst location be your company's headquarters? YES [] or NO []

If NO, state location of HQ: City: _____ State: _____

11. Current number of employees:

Full-Time: _____ Part-Time: _____ TOTAL: _____

12. Number of employees living in: Amherst: _____ Buffalo: _____

Other Erie County Suburbs: _____ Outside Erie County: _____

13. Percentage of product/service exported: Outside Erie County but w/in NY State: ____ %

Throughout US: _____ % To Canada: ____ % Foreign: _____ %

14. What local colleges/universities do you have a relationship with (circle all that apply): Bryant & Stratton,

Buffalo State, Canisius, Daemen, D'Youville, ECC, ITT Tech, NCCC, Niagara, UB, Other: _____

FORM COMPLETED BY: _____

(please print)

RELATIONSHIP TO COMPANY: _____

SIGNATURE: _____ DATE: _____, 20____