



In order to help us process your application, please fill out the following questionnaire and provide with your completed application form.

Attach a site plan of property

Size of Vacant Area in Sq. Ft. _____

Size of Total Building in Sq. Ft. _____

Property Roll Number 44.27. _____

1. Please state the reason for the vacancy (e.g. Cessation of operations, termination of lease, etc)

2. Is the vacancy due to the seasonal nature of the occupying business?

3. If this application is for part of a property, how is the vacant area separated from the area still in use?

4. Is the vacant area normally leased to tenants?

5. Is the vacant area currently leased?

6. Has the area been leased again after the period of vacancy?

7. Is the area leased on short term (daily or monthly basis)?

8. Is the space currently available for lease (if commercial space only)? How is the availability being advertised?

9. Is the vacant area used by owner for storage or any other purpose?

10. What event marked the start of the vacancy period? (e.g. Renovation/retooling, line shutdown)?