



***TENANT INCENTIVE PROGRAM  
APPLICATION PROCESS***

**Administered by the  
Bartlett Station Development Commission**

**GET TO THE STATION...**

**BARTLETT STATION**

**Bartlett Department of Planning and Economic Development**  
6382 Stage Road, Bartlett, TN 38134 ♦ (901) 385-6417 Fax 385-6419  
[www.cityofbartlett.org](http://www.cityofbartlett.org)

## NEW OFFICE OR RETAIL TENANT INCENTIVE PROGRAM

The purpose of this program is to provide incentives for **non-retail** and **retail** businesses to locate in the Bartlett Station District.

The Bartlett Station Development Commission must approve the incentive. To be considered, the tenant and/or the lease must meet the following qualifications:

- The lease must have a term of at least three (3) years.
- The tenant's business should be a business which would tend to encourage other businesses to locate in the District.
- All exterior building improvements, including signage, must be approved by the Design Review Commission.
- The tenant must be creditworthy, i.e., the lease should be "bankable" by the property owner.
- The tenant should submit the application along with the required documentation to the address below *no less than two weeks prior* to the regularly scheduled Bartlett Station Development Commission meeting (normally the first Wednesday of each month).

This program shall not apply to businesses relocating from another commercial location within the City of Bartlett excluding home occupations.

Upon the approval of the Bartlett Station Development Commission and the tenant actually opening the new business in the Bartlett Station District, one-third (1/3) of the incentive shall be paid. The second third shall be paid at the beginning of the second year and the remaining third shall be paid at the beginning of the third year. *These payments are contingent upon receipt of an updated financial statement and one credit reference to also include a letter in good standing from the landlord. After receipt of the above information and its approval by the Bartlett Station Development Commission.*

The total amount of the incentive shall be one dollar (\$1.00) per square foot of leased **non-retail space** or two dollars (\$2.00) per square foot of **retail space**.

To submit the Application or for additional information, contact

Kim Taylor, Director  
Planning and Economic Development Department  
6382 Stage Road, Bartlett, TN 38134

(901) 385-6417 Fax 385-6419  
ktaylor@cityofbartlett.org

**NON-RETAIL OR RETAIL TENANT INCENTIVE PROGRAM  
BARTLETT STATION DEVELOPMENT COMMISSION**

***APPLICATION FOR TENANT INCENTIVE***

Name of Applicant (Lessee) \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Name of new business \_\_\_\_\_

Type of business \_\_\_\_\_

Products to be offered \_\_\_\_\_

\_\_\_\_\_

Services to be offered \_\_\_\_\_

\_\_\_\_\_

Address of leased property \_\_\_\_\_

Name of Lessor \_\_\_\_\_

Amount of space to be leased \_\_\_\_\_ sq. ft.

Rental rate \_\_\_\_\_ per sq. ft./per year      Initial term of lease \_\_\_\_\_ years

Is the business relocating from another location within the City of Bartlett?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Commercial Real Estate Broker representing tenant (if any) \_\_\_\_\_

\_\_\_\_\_

**Attachments Required:**

1. Copy of fully executed Lease Agreement (or Letter of Intent for pre-approval purposes)
2. Financial statements of tenant and any guarantor
3. Pro forma Income/Expense Statement of new business

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_