

The information requested on this application will be used to estimate an expanding or relocating company's eligibility for various incentives offered at the local and state levels. This information will enable the Richardson Economic Development Partnership (REDP), a joint effort of the City of Richardson and the Richardson Chamber of Commerce, to determine which incentives may apply to the project and to estimate the dollar value of the incentives. However, **no commitment for an incentive can be made except by the governmental unit offering the incentive.** While reasonable efforts will be made to keep the information confidential among appropriate members of the Richardson Economic Development Partnership, **the information rendered on this Survey may, at some point in time, be subject to public disclosure.**

In addition to this application, the REDP may require a meeting with company officers in order to evaluate this incentives request.

Please observe the following guidelines when completing this Incentives Application:

- **Be as complete as possible:** If a company's identity or a key piece of data is missing, it is difficult to make an accurate determination of incentive availability and amounts.
- **Be as objective as possible:** Incentive agreements may contain "clawback" provisions which cause the company to forfeit its incentives, and possibly incur penalties, if projected employment numbers, capital investment targets or conditions are not met.

Company Name: \_\_\_\_\_ Headquarters City: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Website: \_\_\_\_\_

Give a brief description of your company:  
\_\_\_\_\_

Is this a publicly or privately owned business?  Public  Private

Is the parent company foreign or domestic?  Foreign  Domestic

Location of incorporation: \_\_\_\_\_

Type of business: \_\_\_\_\_ Planned occupancy date: \_\_\_\_\_

Richardson building or site (if determined): \_\_\_\_\_

Consultant/real estate broker contact info: \_\_\_\_\_

If the expansion or relocation project includes more than one planned site or phase, please complete the following for *each site or phase*. **All of the following information pertains to NEW Richardson employees or added taxable value created within 12 months from the occupancy date.** Provide an estimate on new jobs if the project phasing extends beyond 12 months.

**NEW, TO-BE-ADDED RICHARDSON BUSINESS OPERATIONS:**

Number of **existing** full-time employees relocating to Richardson: \_\_\_\_\_

Number of **new** full-time employees to be hired from local area: \_\_\_\_\_

Total number of full-time employees (total of above): \_\_\_\_\_

Annual payroll for total (new and existing) employees: \$ \_\_\_\_\_

What kinds of jobs will be available?  Skilled  Professional

Square feet to be occupied: \_\_\_\_\_ Space will be:  leased  purchased  built

If a lease, the primary term (no "outs") of the lease in years: \_\_\_\_\_

Approximate cost for tenant improvements (TI), if applicable: \$ \_\_\_\_\_

If space will be built, the estimated value of the improvements (excluding land): \$ \_\_\_\_\_

Estimated Assessed Value for Business Personal Property (fixed assets and inventory): \$ \_\_\_\_\_

Annual sales subject to State of Texas sales tax: \$ \_\_\_\_\_

Estimated number of annual hotel room nights at a Richardson lodging venue generated and reasonably controlled by the applicant: \_\_\_\_\_

Any specific building features needed? (e.g. loading docks, tall ceilings, proximity from existing utility towers, etc.)  Yes  No

If yes, please describe: \_\_\_\_\_

Any large electrical, water or other utility requirements?  Yes  No

If yes, please describe: \_\_\_\_\_

**I (we) certify that the above information is true and correct to the best of my (our) knowledge.**

**Officer certifying:**

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

*Please return your completed application along with latest annual report or annual financial statements to:*

**Doug McDonald**  
Office of Innovation & Placemaking Initiatives  
City of Richardson  
411 West Arapaho, Richardson, TX 75080 | doug.mcdonald@cor.gov | 972-744-4243