



**The Metro Technology Centers & TGOKCHCOC– Business Development Center-
South**

Application

1. Business name: _____

2. Business Address: Street _____

City _____ State _____ Zip _____

3. Business phone: _____ Other phone: _____

Fax: _____ E-mail: _____

4. Web address:

5. Business Legal Form:

6. Federal Employer ID Number:

You may skip questions 7 through 11 if the information requested is sufficiently covered in the business plan.

7. Provide a detailed description of the business including all products and services.

8. Give a general history of the business.

9. List key management officials or principals of ownership and give a brief description of each or attach resumes: (What experience or background does each official have?)

10. Describe who your target market is.

11. Who are your competitors?

12. Date that the company was established:

13. Date company acquired if purchased:

If a purchase, how long has business been in actual operation?

14. Status of organizational documents (bylaws, articles of incorporation, etc.)

15. Is there noise or other bi-products emitted during the production process?

16. How many employees do you presently have including yourself?

17. How many new employees does your company expect to add over the next three years?

Year 1:

Year 2:

Year 3:

18. Will all employees work at the incubator?

19. What type of financing have you acquired in your business?

20. Do you expect to need additional financing during the next three years?. _____ If so, please explain what purpose it will be used for and how you expect to obtain the additional financing required. _____

21. How often does your company generate financial statements?

22. Do you have financial statements (Income Statement, Balance Sheet, Cash Flow) available for the entire history of your company? _____

If not, what period of time can you provide financial statements for?

23. Is the business affiliated directly or indirectly with any other organizations?

_____ If so, please explain.

24. What space requirements do you presently need?

25. How much space will your company require over the next three years?

26. What kind of equipment does your company use in the production of products or services?

27. Please list any miscellaneous requirements you expect your company may need over the next three years.

28. In your view, what are the benefits of locating your business in The Metro Technology Centers & TGOKCHCOC– Business Development Center-South?

29. What is the proposed date you would like to locate in The Metro Technology Centers & TGOKCHCOC– Business Development Center-South? _____

30. What is your company insurance provider? _____,
please provide a copy of it.

31. BANK REFERENCES:

Bank _____

Account # _____

Bank Contact _____

My signature below certifies that all the information contained in this application is true and complete. I authorize Metro Technology Centers - Walker Square Incubator to verify the information in this application. I also understand that as part of the screening process criminal background and credit report will be investigated.

Please list the social security numbers for each of the businesses principals along with that principal's signature and date.

Principal A _____ SSN: _____

Signature: _____ Date: _____

Principal B _____ SSN: _____

Signature _____ Date: _____

Principal C _____ SSN: _____

Signature: _____ Date: _____



The Metro Technology Centers & TGOKCHCOC– Business Development Center-South

309 S.W. 59th Street, Suite #302
Oklahoma City, OK 73109
Application Process & Requirements

Attachment A- Requirements

The application must be filled out completely and all information below must accompany your application before it can be processed.

Application

Detailed Business Plan (COVER SHEET, TABLE OF CONTENTS, EXECUTIVE SUMMARY, DESCRIPTION OF THE BUSINESS, MARKET ANALYSIS AND STRATEGY, LOCATION AND OPERATIONS, MANAGEMENT, SUMMARY OF RISKS INVOLVED, FINANCIAL STATEMENTS)

Resumes of Owners, Directors, Principals

Three Years of Company/Personal Projected Financial Statement
(First year month to month, Second and third year quarterly)

Cash Equity Verification

Copy of State Sales Tax

Copy of the Company Insurance

Copy of the IRS Tax ID Number

Authorization for OSBI Back Ground Check

Authorization for Credit Check

Copy of Business Registration.

Copy of other requirements and documents required by appropriate authority

Application Process

Submit the completed application via e-mail or regular mail service.

E-mail: reinaldo.diaz@metrotech.org or Elena.troya@metrotech.org

Address: **The Metro Technology Centers & TGOKCHCOC– Business Development Center-South**

ATTN: Reinaldo Diaz and/or Elena Troya

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Once your application is submitted it will be reviewed by **Metro Technology Centers – Business Development Center-South’s** Director to determine if your application has all the required documentation. Then The Metro Technology Centers & TGOKCHCOC– Business Development Center-South Advisory Board will review your application. You will normally be notified of your application’s status within 30 days of receiving the completed application packet.