



**2224 W. Kilbourn Avenue
Milwaukee, WI 53233
414-931-6670 414-931-1804 (Fax)**

PROSPECTIVE TENANT QUESTIONNAIRE

Date Submitted: _____

Organization's Name: _____ EIN #: _____

Organization's Web Site: _____

Contact's Name: _____ Title: _____

Contact's E-Mail: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

Name of Chief Executive: _____

Chief Executive's Title: _____

Chief Executive's E-Mail: _____

Type of Ministry/Service Provided: _____

Organization's Mission Statement: _____

Demographics of Those You Serve: _____

Number of Clients Served Per Month : _____

Organization Type: (501c3) _____ For Profit _____ Religious _____

PROVIDE ADDITIONAL INFORMATION ON REVERSE

PROSPECTIVE TENANT QUESTIONNAIRE – *continued*

Date of Incorporation: _____

Current Year's Annual Operating Budget \$: _____

Previous Year's Annual Operating Budget \$: _____

Current Location: _____

Brief History of Organization: _____

Number of Employees _____ Full Time _____ Part Time _____ Volunteers _____

How is your organization funded? _____

Why do you need space at City on a Hill? _____

Type of Space Needed: _____

Amount of Space Needed: _____

Desired Occupancy Date: _____

Length of Lease Desired: _____

As a not-for-profit lessor, City on a Hill must submit a bi-annual report to the City of Milwaukee documenting the charitable uses of the facility by our own organization and all tenants. As required by the City of Milwaukee, please attach the following information with this questionnaire:

- Current list of Board of Directors
- General program materials (i.e., brochure of services)
- Proof of non-profit status: Determination Letter under IRS 501(c)(3)
- Articles of Incorporation and By-Laws including any amendments to these documents
- Latest annual report filed with the State Department of Financial Institutions
- IRS Form 1023 – Part II (Application for Recognition of Exemption filed with the IRS)
- IRS Form 990 (Return of Organization Exempt from Income Tax)
- IRS Form 990T (Exempt Organization Business Income Tax Return, if applicable)