



Lake County Land Bank Authority  
Kellie Allen, Lake County Treasurer  
800 10<sup>th</sup> Street, Suite 210  
Baldwin MI 49304  
231-745-4622

May 12, 2026

We are excited to announce that **The Landing...A Place for What's Next**, located at 1075 Washington in downtown Baldwin, is ready to accept Applications for tenant space! Thank you for your continued interest and patience as we prepared this incredible new space for commercial use; The Landing is expected to be ready for occupancy starting October 1.

After researching regional commercial space, the Lake County Land Bank Authority Board has set initial commercial lease rates for the three available suites at **\$8.50 to \$10.50** per square foot (psf), consisting of \$6.00 to \$8.00 psf base rate plus a \$2.50 psf CAM (common area maintenance) charge (see attached). Factors that could influence the final lease rate include lease term; for example, shorter-term leases may be priced at the higher end of the range.

The Board also approved a tenant selection process. Prospective tenants will be required to complete and submit a leasing application along with required documentation outlined in the application. An outside consultant will score the full submittals (Application & Required Attachments) using a Board-approved scoring system. The scoring results will be reviewed by the Board, and tenant selections will be made based on the outcomes of the review.

**We are asking that Applications and Required Attachments be submitted by June 15, 2026 to [kgunneman@co.lake.mi.us](mailto:kgunneman@co.lake.mi.us).**

The following **Required Attachments** must be included with your Application submission:

1. Business Plan
2. Proposed floor plan or space needs
3. Suite Improvement Plans & Budget
4. Letters of Reference (bank, suppliers, vendors)
5. Entity Supporting Documentation:
  - Corporation & LLC- Articles of Inc, Bylaws & Operating Agreement:
  - Partnership- Partnership Agreement
  - Sole Proprietor- DBA Registration (if applicable)
6. Resumes of principal owners or operators
7. Copy of driver's license or government ID

Everyone that submits an on-time application will be notified by email **not later than July 7, 2026**, as to the outcomes of the Board review. If you have any questions, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Kim Gunneman".

Kim Gunneman, Land Bank Coordinator  
Lake County Land Bank Authority  
800 Tenth Street, Ste 210, Baldwin MI 49304  
231-745-4622 Office  
[kgunneman@co.lake.mi.us](mailto:kgunneman@co.lake.mi.us)



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**The Landing...A Place for What's Next**, located at 1075 Washington Street

### COMMERCIAL LEASE APPLICATION

*Please complete the application to the best of your ability. If you need any assistance, please let us know.*

#### Section 1 — Applicant Information

1. Legal Name of Applicant (entity or individual): \_\_\_\_\_
2. Doing Business As (DBA) / Trade Name (if applicable): \_\_\_\_\_
3. Type of Entity (select): [ ] Sole Proprietorship [ ] Partnership [ ] LLC [ ] Corporation [ ] Other: \_\_\_\_\_
4. State Registration Number: \_\_\_\_\_ Tax ID / EIN (or SSN for sole proprietor): \_\_\_\_\_
5. Primary Contact Name: \_\_\_\_\_
6. Title: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email : \_\_\_\_\_
7. Primary Business Address: \_\_\_\_\_
8. Website URL: \_\_\_\_\_ Years of Experience in Industry: \_\_\_\_\_
9. Short Description of Proposed Business & Past Experience in Industry: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Section 2 — Ownership / Key Personnel

1. Individual Owner(s) or Members
  - o Name: \_\_\_\_\_ Title: \_\_\_\_\_
  - o Address: \_\_\_\_\_
  - o Phone \_\_\_\_\_ Email \_\_\_\_\_
2. Primary Management Contact (if different):
  - o Name: \_\_\_\_\_ Title: \_\_\_\_\_
  - o Address: \_\_\_\_\_
  - o Phone \_\_\_\_\_ Email \_\_\_\_\_

**Section 3 — Financial Information**

1. Bank Name / Branch: \_\_\_\_\_
2. Banking Institution Contact (reference): \_\_\_\_\_ Phone: \_\_\_\_\_
3. Credit Limit at Bank (if any): \_\_\_\_\_
4. Consent to Confirm Banking Information & Reference: Yes  No
5. Grant Funding: Yes  No  Description: \_\_\_\_\_

**Section 4 — Leasing Details – Premise Address: 1075 Washington Street, Baldwin MI 49304**

1. Intended Suite Use:  Retail  Office  Mixed (Retail/Office)  Other: \_\_\_\_\_
2. Desired Suite:  Suite 1 West (1321 sf)  Suite 2 Middle (1587 sf)  Suite 3 East (2251 sf)
3. Desired Lease Term (Months): \_\_\_\_\_
4. Hours of Operation: \_\_\_\_\_
5. Permitted Use / Business Description (detailed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Tenant Build-Out:
  - o Description of Build Out [Attach Proposed Plan]
  - o Build-Out Budget: \$ \_\_\_\_\_ [Attach Proposed Budget]
  - o Construction Timeline (start to finish): \_\_\_\_\_ to \_\_\_\_\_
  - o Improvement Allowance Requested  Yes  No  
Requested Amount: \$ \_\_\_\_\_
7. Signage (exterior on building above suite):  Yes  No Details to be provided by Landlord

**Section 5 — Credit & Background Authorization**

Consent to Credit Check:  Yes  No

I authorize Lake County Land Bank Authority (landlord) or their Agent to obtain credit reports and professional references related to the applicant(s) and guarantors (if applicable).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Section 6 — Disclosures & Certifications**

1. Ongoing Litigation Disclosure:  Yes  No; If Yes, details: \_\_\_\_\_  
\_\_\_\_\_
2. Bankruptcy Disclosure:  Yes  No; If Yes, details: \_\_\_\_\_  
\_\_\_\_\_
3. Outstanding Taxes Owed to Lake County or any Township within Lake County:  Yes  No
  - o If Yes, details: \_\_\_\_\_
4. Data Privacy Notice: By submitting this application, I acknowledge that Lake County Land Bank Authority (landlord) may use a consumer reporting agency to obtain a credit report and other background information as permitted by law, and I authorize such investigations. Security precautions will be taken to protect personal information in accordance with applicable law.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 8 — REQUIRED ATTACHMENTS**

1. Business Plan:  Attach
2. Proposed floor plan or space needs:  Attach
3. Suite Improvement Plans & Budget:  Attach
4. Letters of Reference (bank, suppliers, vendors):  Attach
5. Entity Supporting Documentation:  Attach
  - Corporation & LLC- Articles of Incorporation, Bylaws & Operating Agreement
  - Partnership- Partnership Agreement
  - Sole Proprietor- DBA Registration
6. Resumes of principal owners or operators:  Attach
7. Copy of driver’s license or government ID:  Attach

**Section 9 — CERTIFICATIONS**

The information provided is true, complete, and accurate to the best of my knowledge. I understand that submission of this application does not guarantee approval and that Lake County Land Bank Authority (landlord) may verify information provided, including credit and background checks where allowed by law.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

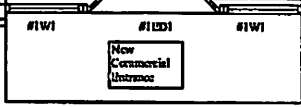
*Please send the completed Application to [kgunneman@co.lake.mi.us](mailto:kgunneman@co.lake.mi.us). We will notify you by email of approval or denial. Thank you. ~Lake County Land Bank Authority.*



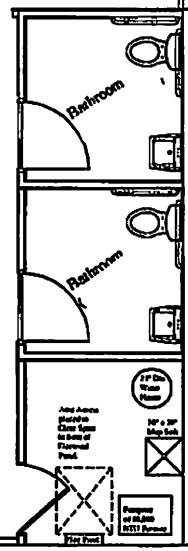
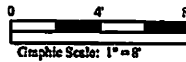
Lake County Land Bank Authority  
1075 Washington Street  
Unit #1 Floor Plan  
04-22-26

Location of Electrical  
Service Entrance and  
Meter

5" Pipe Bollard w/  
High Vis plastic sleeve  
6x6 FT Column wrapped in cedar

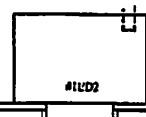


Unit #1:  
1321 sf (gross)  
1120 sf (net)  
201 sf restroom + Utility

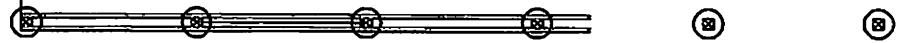


Unit #2:

12" Eave



6'4" Covered Rear Porch





Lake County Land Bank Authority  
1075 Washington Street  
Unit #3 Floor Plan  
04-22-26

