

# Salon TENANT APPLICATION

**Tracy Belleau** is offering entrepreneurial-minded licensed hair stylists the opportunity to operate their own business in a private leased salon suite.

## Directions:

Download the **Tenant Application** form and save to your computer. Review the application carefully. Review **Business Needs & Suggestions** on Page 2. Re-open and complete the form. Save the file (save as) with a title that includes your first and last name. Attached the completed form, along with a resume and cover letter. Forward your completed application to [tracybelleau@yahoo.com](mailto:tracybelleau@yahoo.com).



## CONTACT INFORMATION

**First Name:**

**Last Name:**

Address:

City:

Phone:

State:

E-mail:

Zip:

## TWO NON-FAMILY BUSINESS REFERENCES

**First Name:**

**Last Name:**

Phone:

E-mail:

Years Known:

Relationship:

**First Name:**

**Last Name:**

Phone:

E-mail:

Years Known:

Relationship:

## EDUCATION – CREDENTIALS

Education Level – License

US Citizen

Move In Date

High School    College    Cosmetology License

Yes    No

Cosmetology License Date

**Signature:**

Enter First & Last Name

**Date:**

# **BEFORE YOU SUBMIT YOUR APPLICATION REVIEW THE FOLLOWING BUSINESS NEEDS & SUGGESTIONS**

## **FEDERAL EMPLOYER 10 NUMBER**

As an independent salon owner or studio/chair renter you will need an EIN (Employer ID Number, also known as a Federal Tax ID Number. It is used to identify a business entity. EINs are easy to obtain and free at [irs.gov](https://www.irs.gov).

## **SALON LICENSE**

This is in addition to your cosmetology license if you lease a studio or salon. Simply register by visiting your state board website and either downloading or completing it online. This will need to be filed prior to opening. It's important to allow enough time for your state board to complete their inspection as this will be required prior to opening your doors.

## **SALES TAX LICENSE**

If you are going to be selling retail products, and you absolutely should, you will need to apply for your state sales tax license. This will allow you to purchase retail products tax exempt and collect sales tax when sold.

## **NON-COMPETE OR AGREEMENT**

Make sure you are not violating any non-compete clauses or agreements. You don't want to deal with any legal roadblocks. Most agreements focus on solicitation and/or mile radius, meaning you can't contact clients or work within a certain mile radius of the location you came from. You can post on social media channels that you now work independently and love your new place; however, clients will have to find you. You can't solicit them.

## **INSURANCE**

You will most likely be required by your state cosmetology or health board to carry liability insurance. This covers you if the unlikely happens and client claims you caused them harm due to your salon services performed on them. It is also a good idea to consider short term insurance in case you become injured and can't work. The amount of coverage varies based upon the policy you select. Your local insurance agent can provide you information and options. They can also help you provide insurance for your salon contents such as equipment, furniture and tools in case of a fire or natural disaster.

## **PREPARATION**

Be well prepared with your list of clients including their contact information. Your clients will be your single most important revenue stream.

## **RETAIL & BACK BAR PRODUCT SELECTION**

Most vendors have incredible "salon opener packages" with deep discounts and complimentary marketing items as they want to be your preferred products vendor. Check out your options prior to making your final decision on what products you want to carry as special opening packages are typically a "one time" offer.

## **FINDING AN ACCOUNTANT**

Consult with an accountant prior to going independent. They will provide you with information needed. There are accountants who specialize in self-employment.

## **SELF-MOTIVATION/DISCIPLINE**

Do you have the discipline to put the extra hours in get your business off the ground? You can expect some extra excitement and time in preparing to opening your own salon or studio; however, it can be worth your time.