

VILLAGE OF JEMEZ SPRINGS

Request for Expressions of Interest (RFEI) PROCESS AND SUBMISSIONS FORM

The Village of Jemez Springs invites interested parties to submit Expressions of Interest (EOI) for the leasing of available municipal space located at the Municipal Office, 080 Jemez Springs Plaza, Jemez Springs, NM 87025. This RFEI is issued to assess qualified tenants whose proposed use aligns with community goals, zoning regulations, and the economic development vision of the Village.

Please complete all sections of this form. Additional documentation may be submitted as attachments.

Applicant: _____ **Phone:** _____

Mailing Address: _____

Email Address: _____

1. Description of Proposed Use

Please provide a detailed explanation of how the space will be used. Include:

- The type of business or activity proposed.
- Any physical improvements, renovations, or alterations required.
- Anticipated hours of operation and staffing levels.

Response: _____

2. Business Background

Please describe your business and relevant experience, including:

- Years in operation and business structure (e.g., LLC, sole proprietorship).
- Products or services offered.
- How your business aligns with the Village's character, comprehensive plan, or economic development objectives.

Response: _____

3. Financial Capacity

Demonstrate your financial ability to support the proposed lease. Please attach relevant documentation, including:

- Bank statements (last 3–6 months).
- Business financial statements (e.g., balance sheet, income statement).
- Any additional documents evidencing financial stability.

Attached:

- ☐ Bank Statements
- ☐ Financial Statements
- ☐ Other (Please Specify): _____
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4. References

Provide professional references, including prior leasing experience or landlord contact information (if applicable).

Reference 1:

Name: _____

Organization: _____

Phone: _____

Email: _____

Reference 2:

Name: _____

Organization: _____

Phone: _____

Email: _____

5. Proposed Lease Term

Indicate your preferred lease duration and any specific terms or conditions you would like to propose. Include desired commencement date.

Response: _____

Signature of Applicant: _____

Printed Name: _____

Date: _____

Please submit this completed form and attachments to:

Michael Nealeigh, Mayor
Village of Jemez Springs
mayor@jemezsprings-nm.gov
575-829-3540

Deadline for submissions: September 1, 2025