



MEMORIAL CITY

Dear Prospective Memorial City Mall Merchant:

Thank you for your interest in specialty leasing opportunities at Memorial City Mall. We are pleased to provide information regarding our and, when available, temporary inline spaces located throughout the property.

Memorial City Mall is a premier retail destination in the heart of Houston, offering more than 1.6 million square feet of shopping, dining, and entertainment and home to over 160 retailers. Supported by the surrounding Memorial City district—including hospitality, healthcare, and Class A office assets—the mall delivers strong traffic, a dynamic customer base, and an elevated experience that reflects MetroNational's commitment to quality, service, and long-term value.

If your concept aligns with our merchandising strategy, we invite you to complete the enclosed application and return it to the Mall office.

To support our review process, please include product samples, catalogs, photographs, a business plan, or any additional materials that clearly reflect your concept and intended operation. Please note that approval is subject to several factors, including space availability, merchandising mix, location, term, timing, and existing tenancy considerations. If we are unable to accommodate your concept immediately, we may retain your application on file for future opportunities.

Specialty Leasing Team
Memorial City Mall



MEMORIAL CITY

Specialty Leasing Application Inline

Date: _____

Corporate Legal Name: _____

d/b/a (Doing Business As): _____

Owner(s) Name(s): _____

Company Address: _____

Personal Address _____

Phone Numbers: Mobile: _____

Business Phone: _____

Email Address: _____

SS# or Tax ID: _____ DL#/State _____

Have you owned a business at a mall before? _____ If yes, where?

Other Retail Experience: _____

Type of Unit requesting: Inline ____

Product to be Sold: _____

Average Price Point: _____

Projected Opening Date: _____ Length of Term Desired: _____

Projected Monthly Sales: _____

Other Guarantors on License (Name, Address and SS#): _____

Refund Policy: _____



SPECIALTY LEASING OPERATIONAL GUIDELINES

- All business should be open ready for business when the mall opens.
- Refund policies should be placed in decorative frames and displayed where customers can easily see them. All signage must be professionally made. At least 2 signs should be displayed.
- Cash wrap areas should be kept neat and always organized and be free of clutter.
- Personal items, paper towel rolls, water bottles and food should be kept out of sight.
- Hand sanitizer should be placed in a decorative dispenser (like a soap dispenser).
- No additional signs.
- Shelving is for merchandise displays not for storage.
- Merchants are responsible for the cleaning and dusting of their spaces including cleaning glass.
- Step stools should be kept out of sight when not in use.
- When the customer indicates that there is no interest, should not be pursued further.
- Dress should be professional. No torn blue jeans, flip flops, halters, see through clothing, sweats or strapless clothing is allowed.
- Trash should be taken to the dumpster.
- Stocking should be done during non-mall hours.
- All lights should be working. Please call the mall office to have burned out bulbs replaced.
- Coats, sweaters and jackets should be put away on not be hung on back of chairs.
- Headphones should not be worn by employees while working.



KIOSK INSURANCE REQUIREMENTS

ADDITIONAL INSURED INFORMATION:

Memorial City Mall, LP
MetroNational
Corporation

CERTIFICATE HOLDER:

Memorial City Mall
c/o MetroNational Corporation
303 Memorial City
Way suite 303
Houston, TX 77024

Tenant shall carry comprehensive general liability insurance with a combined single limit of one million dollars (\$1,000,000.00) including contractual liability, two million dollars (\$2,000,000.00) general aggregate and workers compensation insurance in the statutory amount (if available at commercially reasonable rates) and employer's liability insurance in the amount of five hundred thousand dollars (\$500,000.00) per accident or disease covering the Premises and Licensee's use thereof.

Tenant insurance is Primary and must be stated as such. Policy must include a Waiver of Subrogation in favor of additional insured.



MEMORIAL CITY

MEMORIAL CITY MALL

Emergency Phone Directory

It is important that store contact information is kept up to date in case of an emergency.

Please take the time to complete each section.

Please print legibly and include both the first and last name of each contact.

Please email it to Erica.Leal@metronational.com

STORE CONTACT INFORMATION

Date: _____

Store Name: _____

Corporate Store Number: _____

Corporate Phone Number: _____

Suite number: _____

Phone number for mall directory: _____

Store Email Address: _____

Manager Name	Email Address	Cell Number
Store Manager:		
Assistant Manager:		
District Manager:		
Regional Manager:		
Marketing		

