

**THE  
CITY OF  
COLUMBIA  
HEIGHTS**

**FACADE IMPROVEMENT GRANT PROGRAM**

**COMMUNITY  
DEVELOPMENT**

FOR OFFICE USE ONLY:

DATE RECEIVED:	AMOUNT REQUESTED:
DATE REVIEWED:	TAX ID NUMBER:

**PROPERTY OWNER INFORMATION**  Check if Applicant

Name: SPACEMAX LLC Year Purchased: UNKNOWN  
Address: 4111 CENTRAL AVE NE, COLUMBIA HEIGHTS, MN 55421  
Telephone: 612-532-██████████ Email Address: UNKNOWN

**BUSINESS INFORMATION**  Check if Applicant

Business Name: EASY TAX SERVICES LLC  
Primary Contact: ELIANA SNYDER  
Address: 4111 CENTRAL AVE NE, STE 208A, COLUMBIA HEIGHTS, MN 55421  
Telephone: 612-810-██████████ Email Address: ██████████@gmail.com  
Type of Business: Tax preparation, notary and documents assistance

Check the appropriate type of ownership:  
 The business owns the property  The business leases the property

**PROPOSED IMPROVEMENTS**

Describe the Storefront Façade Improvements:  
Installation of a new exterior wall sign displaying the business name "Easy Tax Services LLC" to improve visibility and help clients easily locate the office within the shared building. The sign will comply with City of Columbia Heights design and size regulations.

Describe any other improvements, if applicable:  
NONE

Estimated Cost of Improvements: \_\_\_\_\_

Have you engaged the services of a Contractor, Designer, or Architect:  Yes  No  
Would you be able to complete the improvements this year:  Yes  No  
Would you allow the placement of surveillance cameras on your property or business:  Yes  No

**APPLICATION PROCESS**

1. The following documents must accompany a completed application:
  - a. Proof of property ownership or lease.
  - b. Written consent from the property owner giving permission to conduct the façade improvements.
  - c. Color photographs of existing storefront façade conditions.
  - d. Two or more competitive proposals from contractors.
  - e. Other supporting documentation deemed necessary by the Columbia Heights Economic Development Authority (the "EDA"), the Columbia Heights Police Department, or the Applicant.
  
2. Process after application submission:
  - a. A meeting will take place to go over the submitted improvement proposal to discuss grant expectations and to address grant concerns.
  - b. The grant recipient or its contractor must commence the improvements sixty (60) days after an approved Grant Agreement.
  - c. After façade improvements are complete, the grant funds will be disbursed for reimbursement to the applicant after all of the following pieces of information have been submitted: Proof of Final Inspection by the Building Official or his or her designee, A copy of the Final Invoice Received from Contractor, Photographs of improvements, Proof of Payment to the Contractor (i.e. receipt, invoice, etc.)

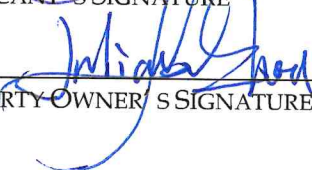
**APPLICANT ACKNOWLEDGEMENTS**

1. The Applicant shall hold the EDA, its officers, consultants, attorneys, and agents harmless from any and all claims arising from or in connection with the Grant Program or its Application, including but not limited to, any legal or actual violations of any State or Federal laws.
2. The Applicant recognizes and agrees that the EDA retains absolute authority and discretion to decide whether or not to accept or deny any particular Grant Application, and that all expenditures, obligations, costs, fees, or liabilities incurred by the Applicant in connection with the Grant Application are incurred by the Applicant at its sole risk and expense.
3. The Applicant acknowledges that they have read the Façade Improvement Grant Program and Design Guidelines, and understands that if the proposal is approved, they will make the above referenced improvements to the property within the specific time allowed. Additionally, if identified by the Police Department that an Applicant qualifies for the installation of surveillance cameras, the Applicant shall be required to allow the City to place surveillance cameras on the front façade of certain buildings.

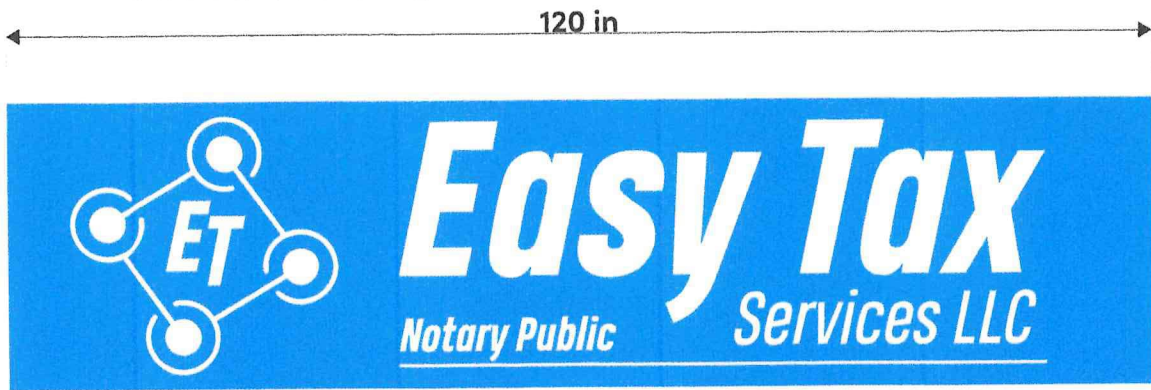
The undersigned, a duly authorized representative of the Applicant, hereby certifies that the foregoing information is true, correct, and complete as of the date hereof and agrees that the Applicant shall be bound by the terms and provisions herein.

  
 \_\_\_\_\_  
 APPLICANT'S SIGNATURE

Nov. 21, 2025  
 \_\_\_\_\_  
 DATE

  
 \_\_\_\_\_  
 PROPERTY OWNER'S SIGNATURE

NOV. 21, 2025  
 \_\_\_\_\_  
 DATE

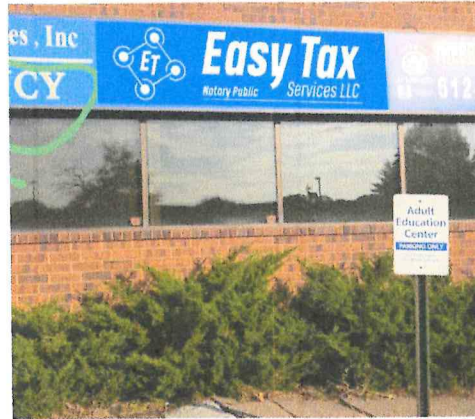


120 in

30 in



Before



After



BMS SIGNS & PRINTING  
3125 84th Ln NE  
Blaine, MN 55449  
612-545-  
printbms.com

Project Name  
EASY TAX  
SERVICES LLC

Project Address  
4111 Central Ave NE  
Suite 208A  
Columbia Heights, MN  
55421

Property Owner  
Not provided

All drawings and documents  
submitted herein are the  
property of BMS Signs & Printing  
and may not be used, duplicated  
or disclosed without the written  
consent from  
BMS Signs & Printing.  
All Rights Reserved



# PROPOSAL

250419-01

Date: 11/07/2025

Expires: 12/07/2025

Drawing Numbers:

**Project:** EASY TAX SERVICES LLC  
4111 Central Ave NE  
Suite 208A  
Columbia Heights, MN 55421

**Client:** EASY TAX SERVICES LLC  
4111 Central Ave NE  
Suite 208A  
Columbia Heights, MN 55421

**Contact:** Savannah (612) 810- [REDACTED]@gmail.com

We are pleased to offer this proposal for the following services at the above location.

<b>Project Description:</b>	<b>Item Total:</b>
<b>1: Flat Pylon/Monument Inserts   Qty: 1</b>	975.00
Fabricate TWO (2) Flat White Polycarbonate Faces Decorated with 1st Surface Digitally Printed Vinyl on Clear	
<ul style="list-style-type: none"> <li>• Estimated Size: 120" x 30" x .118"</li> <li>• Graphics: Blue 3m weeded reverse</li> <li>• Face Type: Flat Polycarbonate</li> <li>• Retainer Size: 1-Inch</li> <li>• Quantity: 1</li> </ul>	
<b>Signage Removal &amp; Installation Service</b>	650.00
Supply all the labor and equipment necessary to remove the existing '_x_' pylon/monument faces and install the TWO (2) new faces described above. Installation Service includes 1-2 professional installers with standard lift truck.	
<b>Signage Disposal Service</b>	125.00
Safely transport and dispose of old pylon faces after removal.	

Proposal inclusive of all costs except: Local Taxes

<b>Deposit Rate: 50%</b>	<b>Subtotal:</b>	<b>1,750.00</b>
<b>Deposit: 875.00</b>	<b>Total:</b>	<b>1,750.00</b>

Company (BMS Signs & Printing) and Customer enter into the following contractual agreement ("Contract") regarding services provided for the Job Number identified above and more specifically described in the Customer-approved Quote provided alongside this Contract, hereafter collectively referred to as "Project", and

**Salesperson: Abshir Abdi**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_





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**Contact:** Savannah (612) 810-██@gmail.com

CHANGE ORDERS: Any changes to the Standard Specifications that are requested by Customer shall be agreed to by the parties in a Client Change Order Contract, which, upon signature by all parties shall be made part of this Contract. Company may, in its sole discretion, stop all work in connection with the Project until the Client Change Order Contract is signed by Customer.

CUSTOMER DELAY: Company shall not be liable for any delay in the performance of this Contract caused by or resulting from Customer's acts, omissions, or delays in its obligations under this Contract.

TERMINATION: In the event that this Contract is terminated by customer, Customer shall pay Company for all work in progress related to the Project up to date of termination plus a cancellation fee of 25% of the total Contract Amount.

LIMITED WARRANTY: ALL SIGNAGE PROPERTY AND SERVICES PROVIDED BY COMPANY IS GUARANTEED FOR A PERIOD OF FIVE YEARS AGAINST ELECTRICAL AND MECHANICAL DEFECTS. The warranty period begins at the date of installation. Expressly excluded from this warranty are acts of God, vandalism, customer modification or defects due to Customer negligence and any other causes beyond the control of the Company. All warranties are void with respect to portions of Project not manufactured, performed or serviced by Company, its employees or agents. The Company recommends the Customer any signage to their business or property insurance policy to cover accidental damages. Lighting components including LED modules, LED power supplies and wiring is backed up by a 5-year manufacturer warranty which the Company passes on to the client. Should any of the aforementioned issues occur within the period covered in the warranty mentioned above, the Company will service the aforementioned sign(s) within a timely manner free of charge. Any service required after the aforementioned warranty has expired, will be billed to the Customer in accordance with the materials and labor necessary to complete the job upon the clients request and approval.

DISCLAIMER OF WARRANTIES: THIS CONTRACT IS MADE WITH THE UNDERSTANDING THAT THERE ARE NO EXPRESSED OR IMPLIED WARRANTIES OTHER THAN THOSE CONTAINED IN THIS CONTRACT AND THAT THERE ARE NO WARRANTIES OF ANY KIND, EXPRESSED OR IMPLIED, THAT THE GOODS SHALL BE MERCHANTABLE OR FIT FOR ANY PARTICULAR USE OR PURPOSE OTHER THAN THOSE SPECIFICALLY MENTIONED HEREIN.

**Salesperson: Abshir Abdi**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



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**Contact:** Savannah (612) 810-██@gmail.com

**FORCE MAJEURE:** Company shall not be liable for failure of or delays in the performance of the terms of this Contract resulting from strikes, breakage, fire, labor disputes, unforeseen commercial delays, war, acts of God, or other causes beyond the control of the Company. In addition, the Customer shall not hold the Company responsible, and Company shall not be liable for any damage to landscaping that occurs during installation.

**MECHANICS LIEN:** Customer acknowledges and agrees that the Company shall provide services and furnish materials and labor to manufacture signage related to the Project and further agrees that such materials or labor is for improvement of real property. Therefore, unless otherwise prohibited by state law, Customer authorizes Company to file a Mechanic's Lien for any amounts due under this Contract. The Customer further agrees to pay Company an administration fee for all costs incurred in filing of a Mechanic's Lien, and further agrees to pay all legal fees and court costs in connection with the enforcement of a Mechanic's Lien.

**INDEMNIFICATION:** The Customer shall indemnify and hold Company, and its employees and agents harmless from and against any and all claims, damages, losses expenses, including, without limitation, attorneys' fees and court costs arising out of or resulting from the performance of the services, if any claims, damage, loss or expense is caused in whole or in part by any act or omission of the Customer, or Customer's employees or agents.

**INDEPENDENT CONTRACTOR STATUS:** In this Contract, Company shall be deemed an independent contractor. It is the intention of the parties that: (i) the Company shall specifically not occupy the status of an agent, servant, or employee of the Customer; and (ii) the relationship between the Company and the Customer shall specifically not be that of a partnership, joint venture, or other similar association. During the progress of performance of the Project, Customer will not, without Company's prior written consent, direct or attempt to direct the employees, agents, or subcontractors involved in performance of services related to the Project or the installation of the Signage Property.

**MISCELLANEOUS:** The parties hereby agree that: (i) This Contract shall be governed by and construed in accordance with the laws of the State of principal office (Minnesota) without regard to choice of law principles, and Customer hereby irrevocably submits to the jurisdiction of the state and federal courts in such state for all disputes or legal claims arising from this Contract; (ii) In any legal action brought by or against the Company in

**Salesperson: Abshir Abdi**

Buyer \_\_\_\_\_ Seller \_\_\_\_\_



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Columbia Heights, MN 55421

**Contact:** Savannah (612) 810- [REDACTED] [REDACTED]@gmail.com

relation to this Contract, the prevailing party shall be entitled to recover its costs and reasonable attorney fees in addition to any other relief that may be awarded; (iii) If a court should find one or more of the terms of this Contract unenforceable, the remaining terms will nonetheless remain binding on the parties; (iv) This Contract is the complete agreement between the parties regarding the subject matter set forth herein, and this Contract supersedes all previous oral or written agreements regarding this subject matter; (v) This Contract cannot be voided or amended without the written agreement by an officer of the Company; and (vi) Customer shall not make any assignment of this Contract, but the Company may assign this Contract in its sole discretion.

AGREEMENT: If the Terms and Conditions outlined above are agreeable to the Customer ("Buyer"), the Company ("Seller") requests they sign and date below. It is understood that in doing so, the terms and condition of this Contract become legally binding upon both parties.

**Salesperson: Abshir Abdi**

Buyer's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Seller's Acceptance \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



1017 109th Ave NE  
Blaine, MN 55434  
(763) 784-██████

# ESTIMATE

## E337-43833

Make Your Statement  
fastsigns.com/337

Payment Terms: Cash Customer

Created Date: 11/17/2025

**DESCRIPTION:** 30" x 120" Polycarbonate Panels With Direct Print - SS - (2x) - With Removal and Disposal of Current Sign - Installation

**Bill To:** EASY TAX SERVICES LLC  
4111 CENTRAL AVE NE STE 208A  
COLUMBIA HEIGHTS, MN 55421  
US

**Installed:** EASY TAX SERVICES LLC  
ELIANA SNYDER  
4111 CENTRAL AVE NE STE 208A  
COLUMBIA HEIGHTS, MN 55421  
US

**Requested By:** ELIANA SNYDER  
Email: ██████████@GMAIL.COM  
Cell Phone: (612) 810-██████

**Salesperson:** Ashley Alberg  
Work Phone: 763-784-██████  
Entered By: Ashley Alberg

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Polycarbonate Sheets - 5' x 10', Clear, .118" - (2x)	2	\$714.075	\$1,428.15
1.1	Manually Priced Signs & Graphics -			
2	Removal & Disposal Of Current Panels - Installation of New Panels	1	\$1,297.75	\$1,297.75
2.1	Manually Priced Signs & Graphics -			

Unless otherwise noted, pricing is good for 30 days from the estimate date. Production on your order (including design) does not start until the deposit amount noted on this estimate is received (unless your company has an open account).

Thank you for considering Fastsigns, Blaine. Please let us know if you have any questions regarding this estimate or if you have any other sign needs. Have a great day!

<b>Subtotal:</b>	\$2,725.90
<b>Taxes:</b>	\$221.48
<b>Grand Total:</b>	\$2,947.38
<b>Deposit Required:</b>	\$2,947.38
<i>Credit Card Surcharge:</i>	3.00%
<i>Total with Surcharge:</i>	\$3,035.80
<i>Deposit with Surcharge:</i>	\$3,035.80

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**LETTER OF AUTHORIZATION**

I, Julia Zhou as the owner or authorized manager of the property located at 4111 CENTRAL AVE. NE, COLUMBIA HEIGHTS, MN 55421, hereby grant permission to Easy Tax Services LLC to install an exterior business sign on the building façade, subject to the City of Columbia Heights' approval and compliance with applicable sign regulations.

I understand that this authorization is required for the business tenant's application to the City's Façade Improvement Grant Program.

Owner/Manager Name: Julia Zhou  
Signature: Julia Zhou  
Date: 11/11/25  
Phone: 612-532- [REDACTED]  
Email: /

LEASE - SPACEMAX OFFICES, LLC – Easy Tax Services 2024 - 2026

**4111 Central Avenue**  
**Columbia Heights, Minnesota**  
**Lease Agreement**

Between

Space Max Offices, LLC

Landlord

And

Easy Tax Services

---

Tenant

Initials ES. Page 1

**OFFICE LEASE AGREEMENT**

**4111 Central Avenue, South Building  
Columbia Heights, Minnesota**

Landlord - Space Max Offices LLC  
7300 147th St W, Ste 207  
APPLE VALLEY, MN 55124

Tenant – 4111 Central Ave NE, Suite 208A  
Columbia Heights, MN 55421

**I.**

**LEASED PREMISES**

1. **LEASED PREMISES.** As described in Exhibit "B," the Leased Premises to be occupied by the Tenant on the second (2nd) floor of the Building. Rentable area will include all the space within the demising walls (measured from the midpoint of the demising walls, and, in the case of the exterior walls, measured from the inside surface of the outer glass). Setback for entry doorway purposes will be construed to be within the demising walls and included as rentable area. No deductions from rentable areas will be made for columns and projections necessary to the building. In addition, rentable areas shall include an allocated amount of common area space (e.g., the lobby, hallways, bathrooms and all other areas except flues, vents, stacks, pipe shafts and vertical ducts.) Such allocation shall be based on the ratio between the space occupied by the Tenant and the total space available for tenants within the building.
2. **IMPROVEMENTS.** Tenants will occupy the space in 'as-is' condition. Tenants are permitted to replace carpet into high quality vinyl floors. Tenants are permitted to install a cabinet for sink. No other changes and structure changes are permitted.
3. **COMMENCEMENT DATE.** The commencement date in this lease shall be 12/01/2024.

Initials \_\_\_\_\_



Page 6

LEASE - SPACEMAX OFFICES, LLC – Easy Tax Services 2024 - 2026

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first above written.

**LANDLORD:**

**Space Max Offices, LLC**


By:   
By: JULIA ZHOU

Its: The Building Manager

Date: 12-1-24

**TENANT:**

**Easy Tax Services**

By:   
By: Diana Snyder

Its: Owner (CEO)

Date: 12/1/24