

RENTAL ASSESSMENT APPLICATION

COMPLETELY FILLING OUT THIS PACKAGE AND PROVIDING ALL REQUESTED INFORMATION WILL ENSURE A SPEEDY REVIEW OF YOUR REQUEST

Dear Tenant,

We are sorry we are going through this difficult time. We understand you have requested rental assistance. Please complete the below information in order for us to consider your application. We will review your application as soon as possible and get you a response. Please understand that while we want to help everyone, we also have financial responsibilities that we will most likely not get any relief from.

Business Name: _____

Name of the person completing package: _____

Mobile #: _____

Email Address: _____

IMPORTANT- PLEASE NOTE:

WHEN APPLYING FOR RENT RELIEF, TENANT MUST NOT BE IN DEFAULT.

ALL AGREEMENTS MUST BE IN WRITING SIGNED BY BOTH PARTIES AS AN AMENDMENT TO THE LEASE.

1. Do you have business interruption insurance in place? (most leases require this coverage) _____
2. If you do, have you spoken to your agent about your coverage? _____
3. Have you closed your business? _____
4. If yes, date you closed: _____
5. If you have closed or reduced your hours, was it due to government order? Please describe: _____

6. If you are still open, have your sales decreased? _____ By how much (%)? _____

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7. Have you applied for other assistance? _____ Which one(s)? i.e. SBA, Facebook Grant Program (see below), etc. _____

<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

<https://www.facebook.com/business/boost/grants>

1. What specific assistance are you requesting? _____

2. What will you do with this assistance? _____

3. What are the plans for your business? _____

In addition to the above information, please include:

- Monthly sales for last 12 months and 4 weeks leading up to your request.
- Business financial statements (Prior year and YTD)
- Personal financial statements (following page)
- 3 months bank statements for business

PERSONAL FINANCIAL STATEMENT

As of the _____ day of _____, 20_____

For the purpose of requesting a rental reduction at _____, I
 (We)_____ and _____ furnish the following as a true and
 correct statement of my (our) financial condition on date named above, and agree to notify you of any material
 changes affecting my (our) financial condition.

Cash: Checking		Credit Card Debt	
Savings/Other		Other	
Stocks and Bonds		Federal & State Income Taxes Payable	
Accounts and Notes Receivable		Other Accrued Taxes & Interests	
Real Estate Owned		Loans: Mortgages	
Automobiles		Automobiles	
Business		Other	
TOTAL ASSETS		TOTAL LIABILITIES	
		NET WORTH	
		TOTAL	

PERSONAL FINANCIAL STATEMENT

“The confidentiality of the information you have furnished will be preserved except where disclosure of this information is required by applicable law or for the purposes of evaluating this proposed transaction. The complete form is to be transmitted directly to the lender or local processing agency and is not to be transmitted through the applicant or any other party.”

The undersigned hereby certify (certifies) the above information is true and correct and may be relied upon for the purpose of extending credit.

Husband’s Signature:

Wife’s Signature:

Print Name:

Print Name:
