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

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
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.

<table>
<thead>
<tr>
<th>Cash: Checking</th>
<th>Credit Card Debt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings/Other</td>
<td>Other</td>
</tr>
<tr>
<td>Stocks and Bonds</td>
<td>Federal &amp; State Income Taxes Payable</td>
</tr>
<tr>
<td>Accounts and Notes Receivable</td>
<td>Other Accrued Taxes &amp; Interests</td>
</tr>
<tr>
<td>Real Estate Owned</td>
<td>Loans: Mortgages</td>
</tr>
<tr>
<td>Automobiles</td>
<td>Automobiles</td>
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<tr>
<td>Business</td>
<td>Other</td>
</tr>
<tr>
<td>TOTAL ASSETS</td>
<td>TOTAL LIABILITIES</td>
</tr>
<tr>
<td></td>
<td>NET WORTH</td>
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<tr>
<td></td>
<td>TOTAL</td>
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</tbody>
</table>
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: ____________________________
Print Name: ____________________________

Wife’s Signature: ____________________________
Print Name: ____________________________