



MORRISTOWN PARTNERSHIP COMMERCIAL RENT RELIEF GRANT PROGRAM

ONLINE GRANT APPLICATION SCREENSHOTS

This document shows each step in the online Grant Program application process. Please submit all questions to grants@morristown-nj.org.



Home 

BEFORE YOU BEGIN

Below are documents and forms, that you can view or download, which contain information about the grant program. In addition to your Grant Application, links labeled * must be provided with the application to determine eligibility. Others are here for convenient access if you need them. All the forms are “fillable”- meaning, you can type the information into the forms before printing them out and getting the required signatures. If you have not already completed these forms or do not have them signed and ready for upload, please fill them out and download them now and return later to complete the online submission. If you have these forms already prepared and signed by all parties, then click the “START” button below.

START ONLINE APPLICATION

APPLICATION PREVIEW PDF

GRANT PROGRAM INFO

FREQUENTLY ASKED
QUESTIONS

GRANT AGREEMENT*

GRANT APPLICATION

PREGUNTAS FRECUENTES

LEASE AMENDMENT *

Fields marked with an * are required

START: GRANT APPLICATION CHECKLIST

To complete the online application process, the following documents must be provided with the application to determine eligibility. Please note that any incomplete applications that are submitted will be rejected. In order to proceed, please check to confirm that you have the following documents prepared to upload as PDF or JPEG (photo) file attachments.

Copy of Current Lease including all exhibits and amendments *

Documentation of most recent lease (rent) payment *

Financial Impact Letter *

A brief financial hardship statement including a summary of business operations prior to COVID-19 and the impact of the COVID-19 pandemic on business operations.

Grant Agreement, signed by BOTH Tenant and Landlord *

If you do not have it, return to the main page to download. Return to complete your application once it is signed and ready for upload.

Amendment to Lease/Rent Reduction Agreement, signed by BOTH Tenant and Landlord. *

If you do not have it, return to the main page to download. Return to complete your application once it is signed and ready for upload.

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Fields marked with an * are required

STEP 1: GRANT AMOUNT REQUESTED

Grant Amount Requested (Not to exceed \$20,000) *

Grant Amount Formula:	Monthly Base Rent*x .80 (20 percent reduction) = Amended Monthly Rent Amended Monthly Rent x 3 Months = <u>Grant Amount Requested</u>
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Tenant must provide a copy of lease agreement and documentation of most recent rent payment. Please note your Grant Amount Requested will be calculated using the Monthly Base Rent (actual cost of rent and any applicable charges due under a lease, not to include payments for property taxes, assessments, utility payments and common area charges). Adjustments to the Grant Amount Requested may be modified based on documentation provided.

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Fields marked with an * are required

STEP 2: TENANT INFORMATION

Business Name ('Tenant') *

Date Established *

MM/DD/YYYY

Street Address *

City *

State *

Zip Code *

Website

Number of Employees *

Brief Explanation of the Type of Business *

Business Contact First Name *

Business Contact Last Name *

Contact Person's Role with the Business *

Contact Phone Number *

Contact Email Address *

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Fields marked with an * are required

STEP 3: LEASE AND LANDLORD INFORMATION

Please check if you are both the business applicant and the landlord

Square Footage of Leased Space *

Monthly Lease Payment \$ *

Lease Effective Date *

Term of Lease *

Use of Space *

- Retail
- Restaurant
- Office
- Industrial
- Medical
- Other

Landlord First Name *

Landlord Last Name *

Landlord Management Company (If Applicable)

Landlord Phone Number *

Landlord Email Address (If known)

Property Block (If known)

Property Lot (If known)

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STEP 4: COVID-19 QUESTIONNAIRE

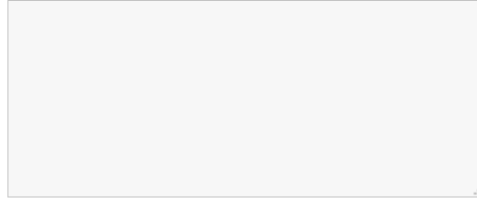
1. Has your business been negatively impacted by the COVID-19 pandemic and, as a result, experienced financial hardship? *

Yes 


2. How is your business being affected by COVID-19? Select all that apply. *

- Revenue Loss
- Revenue Delay
- Business Operations
- Workforce
- Increased Costs
- Other

Explain Other (If applicable)



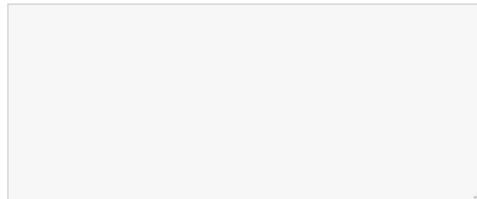
3. Was your business considered an essential business as defined in Governor Murphy's Executive Order 107? *

Yes 


4. If your business closed for any period of time due to COVID-19 reason, please indicate below.

- Closed by Executive Order
- Not Applicable
- Other

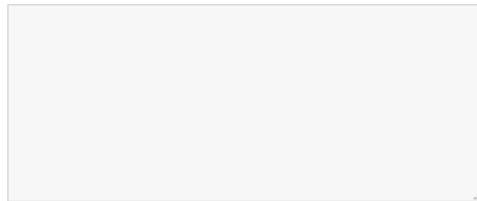
Please specify periods of closing and reopening related to COVID-19.




5. Was your business unable to make regular lease payments as a result of the COVID-19 pandemic? *

Yes 

If yes, please briefly explain



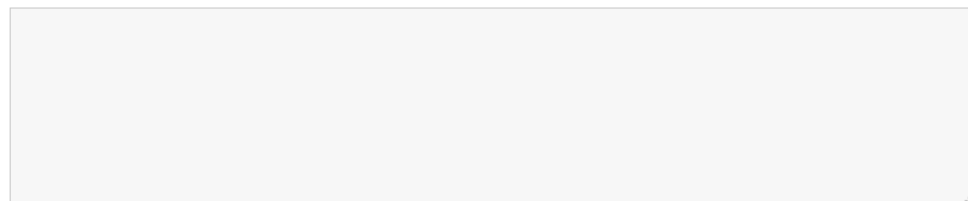
6. Did your landlord offer any form of rent relief as a result of COVID-19? *

Yes 

If yes, please select all that apply

- Rent Abatement
- Rent Reduction
- Subletting
- Application of Deposit
- Loan Conversion
- Rent Deferral
- Other

What were the term(s) of the accommodation(s):



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STEP 5: OTHER COVID-19 FINANCIAL ASSISTANCE

Have you applied for other COVID-19 assistance programs? Select all that apply. *

Yes ▼

NJEDA Small Business Emergency Assistance Loan Program (any phase)

NJEDA Amount Received

Federal Paycheck Protection Program (PPP)

PPP Amount Received

Federal Economic Injury Disaster Loan (EIDL)

EIDL Amount Received

Any other program through state, local or private organizations related to COVID-19 (If applicable, list below)

Other COVID-19 assistance sources and amounts

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STEP 6: FINANCIAL HARDSHIP STATEMENT

Upload Financial Impact Letter *

Please submit a financial hardship statement including a brief summary of business operations prior to COVID-19 and the impact of the COVID-19 pandemic on business operations.

Select Files

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Fields marked with an * are required

STEP 7: CURRENT LEASE

Upload Copy of Current Lease *

Fully-executed lease including all exhibits and amendments

Select Files

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Fields marked with an * are required

STEP 8: MOST RECENT (RENT) LEASE PAYMENT

Upload Documentation of Most Recent Rent/Lease Payment *

Select Files

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Fields marked with an * are required

STEP 9: GRANT AGREEMENT

Upload Completed Grant Agreement *

Signed by BOTH Tenant and Landlord.

Select Files

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Fields marked with an * are required

STEP 10: AMENDMENT TO LEASE

Upload Amendment to Lease/Rent Reduction Agreement *

Signed by BOTH Tenant and Landlord.

Select Files

File upload area

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Fields marked with an * are required

FINISHED SUBMIT

You have finished the online information process. Now you will be taken to the signature page to complete your application.

Submit

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