



Small Business Rent Relief Grant- Program Agreement

This PROGRAM AGREEMENT is entered as of the ____ day of _____, 2022 ("Effective Date") by and between _____ ("Tenant") and _____ ("Property Owner").

The Small Business Rent Relief Grant (hereinafter, the "Program") is a program of the Office of Economic and Workforce Development (OEWD). The purpose of the Program is to stabilize small businesses in commercial properties and to help small business tenants who were unable to pay rent due to financial impact related to COVID-19.

Applicant Information

Applicant (Business Tenant) Name _____

Applicant Business Account Number (BAN) _____

Property and Lease Information

Address of Commercial Property at which back rent is due ("Property") _____

Lease Execution Date _____

Lease End Date (if applicable) _____

Unpaid Rent due to COVID-19

Total rent unpaid between March 16, 2020 and September 30, 2021 ("Unpaid Rent") _____

Total amount reduced by Property Owner before application to Program ("Concession") _____

CONTACT

📍 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

📞 (415) 554-6969 main



Amount Tenant owes Property Owner at the time of application ("Deferred Rent")

Small Business Rent Relief Grant Amount ("Grant")

Date by which all remaining unpaid rent will be due ("Repayment Date") Must be September 30, 2024 or later.

Name of entity that will receive the grant ("Grantee")

Email of entity that will receive the grant

RECITALS:

- This Agreement is only intended for the purposes of administering the Small Business Rent Relief Grant Program and does not replace a lease or repayment plan between the Tenant and Property Owner;
- Tenant agrees to repay Unpaid Rent to settle all back rent that is owed to Property Owner;
- Property Owner agrees to not to initiate legal proceedings against Tenant for nonpayment of Deferred Rent so long as Tenant makes timely payments to pay down the total Unpaid Rent, by the Repayment Date;
- Property Owner retains the right to initiate legal proceedings for any unpaid rent after September 30, 2021 or other violations of the lease agreement;
- Except as specifically set forth herein, the terms of the Lease and any repayment plan shall remain unmodified and in full force and effect.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, Property Owner and Tenant have executed this Small Business Rent Relief Grant Program Agreement effective as of the Effective Date.

TENANT

PROPERTY OWNER

[Sign to agree to above agreement]

[Sign to agree to above agreement]

Tenant's Name

Property Owner's Name

CONTACT

📍 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

📞 (415) 554-6969 main

Small Business Rent Relief Program Agreement Instructions



Mayor London N. Breed
Executive Director Kate Sofis

Small Business Rent Relief Grant- Program Agreement

This PROGRAM AGREEMENT is entered as of the **1.** day of **1.**, 2022 ("Effective Date") by and between **2.** ("Tenant") and **3.** ("Property Owner").

The Small Business Rent Relief Grant (hereinafter, the "Program") is a program of the Office of Economic and Workforce Development (OEWD). The purpose of the Program is to stabilize small businesses in commercial properties and to help small business tenants who were unable to pay rent due to financial impact related to COVID-19.

1. "Effective Date"

The date you and your property owner complete the program agreement.

2. "Tenant"

The name of the small business applicant/tenant. This must match the name in the Business Registry.

3. "Property owner"

The name of the property owner where back rent is due.

Applicant Information

Applicant (Business Tenant) Name _____

Applicant Business Account Number (BAN) _____

Property and Lease Information

Address of Commercial Property at which back rent is due ("Property") _____

Lease Execution Date _____

Lease End Date (if applicable) _____

Small Business Rent Relief Grant- Program Agreement

This PROGRAM AGREEMENT is entered as of the ____ day of _____, 2022 ("Effective Date") by and between _____ ("Tenant") and _____ ("Property Owner").

The Small Business Rent Relief Grant (hereinafter, the "Program") is a program of the Office of Economic and Workforce Development (OEWD). The purpose of the Program is to stabilize small businesses in commercial properties and to help small business tenants who were unable to pay rent due to financial impact related to COVID-19.

Applicant Information

Applicant (Business Tenant) Name _____ **4.**

Applicant Business Account Number (BAN) _____ **5.**

Property and Lease Information

Address of Commercial Property at which back rent is due ("Property") _____ **6.**

Lease Execution Date _____ **7.**

Lease End Date (if applicable) _____ **8.**

Unpaid Rent due to COVID-19

Total rent unpaid between March 16, 2020 and September 30, 2021 ("Unpaid Rent") _____

Total amount reduced by Property Owner before application to Program ("Concession") _____

CONTACT

Applicant Information

4. Applicant (Business Tenant) Name

The name of the small business applicant/tenant (should match the name in the Business Registry).

5. Applicant Business Account Number (BAN)

The 7-digit account number associated with your business. You can find it by searching your business in the Business Registry.

Property and Lease Information

6. Address of Commercial Property at which back rent is due ("Property")

Address where rent is due. This could be different than current locaiton if the business has moved.

7. Lease Execution Date

The date your lease started, if applicable.

8. Lease End Date (if applicable)

The date your lease ended, if applicable.

Property and Lease Information

Address of Commercial Property at which back rent is due ("Property") _____

Lease Execution Date _____

Lease End Date (if applicable) _____

Unpaid Rent due to COVID-19

Total rent unpaid between March 16, 2020 and September 30, 2021 ("Unpaid Rent") _____

9.

Total amount reduced by Property Owner before application to Program ("Concession") _____

10.

Amount Tenant owes Property Owner at the time of application ("Deferred Rent") _____

11.

Small Business Rent Relief Grant Amount ("Grant") _____

12.

Date by which all remaining unpaid rent will be due ("Repayment Date") _____

13.

Must be September, 30 2024 or later

Name of entity that will receive the grant ("Grantee") _____

14.

RECITALS:

- This Agreement is only intended for the purposes of administering the Small Business Rent Relief Grant Program and does not replace a lease or repayment plan between the Tenant and Property Owner;
- Tenant agrees to repay Unpaid Rent to settle all back rent that is owed to Property Owner;
- Property Owner agrees to not to initiate legal proceedings against Tenant for nonpayment of Deferred Rent so long as Tenant makes timely payments to pay down the total Unpaid Rent, by the Repayment Date;
- Property Owner retains the right to initiate legal proceedings for any unpaid rent after September 30, 2021 or other violations of the lease agreement;
- Except as specifically set forth herein, the terms of the Lease and any repayment plan shall remain unmodified and in full force and effect.

Unpaid Rent due to COVID-19

9. Total rent unpaid between March 16, 2020 and September 30, 2021 ("Unpaid Rent")

Total amount of unpaid rent since March 2020. Do not include any payments that have already been made.

10. Total amount reduced by Property Owner before application to Program ("Concession")

Amount "forgiven" by Property Owner before the tenant submitted their Rent Relief Grant application.

11. Amount Tenant owes Property Owner at the time of application ("Deferred Rent")

Amount should equal the Unpaid Rent minus the Concession.

12. Small Business Rent Relief Grant Amount ("Grant")

If the Deferred Rent is \$10,000 or less the grant amount should be 100% of the Deferred Rent value up to \$5,000.

If the Deferred Rent is more than \$10,000, the grant amount should be 50% of the Deferred Rent value up to \$35,000.

13. Date by which all remaining unpaid rent will be due ("Repayment Date")

Date that all unpaid rent is due. Must be on or after September 30, 2024.

14. Name of entity that will receive the grant ("Grantee")

Name of award recipient – this can be the business applicant/Tenant or Property Owner.

Amount Tenant owes Property Owner at the time of application ("Deferred Rent")

Small Business Rent Relief Grant Amount ("Grant")

Date by which all remaining unpaid rent will be due ("Repayment Date")

Name of entity that will receive the grant ("Grantee")

RECITALS:

- This Agreement is only intended for the purposes of administering the Small Business Rent Relief Grant Program and does not replace a lease or repayment plan between the Tenant and Property Owner;
- Tenant agrees to repay Unpaid Rent to settle all back rent that is owed to Property Owner;
- Property Owner agrees to not to initiate legal proceedings against Tenant for nonpayment of Deferred Rent so long as Tenant makes timely payments to pay down the total Unpaid Rent, by the Repayment Date;
- Property Owner retains the right to initiate legal proceedings for any unpaid rent after September 30, 2021 or other violations of the lease agreement;
- Except as specifically set forth herein, the terms of the Lease and any repayment plan shall remain unmodified and in full force and effect.

[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, Property Owner and Tenant have executed this Small Business Rent Relief Grant Program Agreement effective as of the Effective Date.

TENANT

PROPERTY OWNER

15.

[Sign to agree to above agreement]

16.

[Sign to agree to above agreement]

Tenant's Name

Property Owner's Name

Recitals

Review terms of Program Agreement.

Signatures

15. Tenant/business applicant must sign and print name below.

16. Property Owner must sign and print name below.

CONTACT

📍 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102

📞 (415) 554-6969 main

Small Business Rent Relief Grant- Program Agreement

This PROGRAM AGREEMENT is entered as of the 6 day of May, 2022 ("Effective Date") by and between SF Sandwiches Inc ("Tenant") and 123 Market St, LLC ("Property Owner").

The Small Business Rent Relief Grant (hereinafter, the "Program") is a program of the Office of Economic and Workforce Development (OEWD). The purpose of the Program is to stabilize small businesses in commercial properties and to help small business tenants who were unable to pay rent due to financial impact related to COVID-19.

Applicant Information

Applicant (Business Tenant) Name SF Sandwiches Inc
Applicant Business Account Number (BAN) 0000001

Property and Lease Information

Address of Commercial Property at which back rent is due ("Property") 123 Market Street
Lease Execution Date 1/1/2005
Lease End Date (if applicable) _____

Unpaid Rent due to COVID-19

Total rent unpaid between March 16, 2020 and September 30, 2021 ("Unpaid Rent") \$ 68,500.00
Total amount reduced by Property Owner before application to Program ("Concession") \$ 0.00

CONTACT

Amount Tenant owes Property Owner at the time of application ("Deferred Rent") \$ 68,500.00

Small Business Rent Relief Grant Amount ("Grant") \$ 34,250.00

Date by which all remaining unpaid rent will be due ("Repayment Date") 9/30/2024

Name of entity that will receive the grant ("Grantee") 123 Market St, LLC

RECITALS:

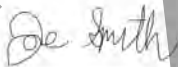
- This Agreement is only intended for the purposes of administering the Small Business Rent Relief Grant Program and does not replace a lease or repayment plan between the Tenant and Property Owner;
- Tenant agrees to repay Unpaid Rent to settle all back rent that is owed to Property Owner;
- Property Owner agrees to not to initiate legal proceedings against Tenant for nonpayment of Deferred Rent so long as Tenant makes timely payments to pay down the total Unpaid Rent, by the Repayment Date;
- Property Owner retains the right to initiate legal proceedings for any unpaid rent after September 30, 2021 or other violations of the lease agreement;
- Except as specifically set forth herein, the terms of the Lease and any repayment plan shall remain unmodified and in full force and effect.

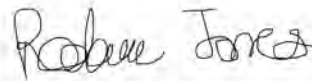
[SIGNATURES FOLLOW]

IN WITNESS WHEREOF, Property Owner and Tenant have executed this Small Business Rent Relief Grant Program Agreement effective as of the Effective Date.

TENANT

PROPERTY OWNER





[Sign to agree to above agreement]

[Sign to agree to above agreement]

Joe Smith

Rebecca Jones

Tenant's Name

Property Owner's Name

CONTACT