

Legacy Business Program Rent Stabilization Grant RE-APPLICATION

Version: April 5, 2018



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Instructions

Have you previously applied for, and received, a Rent Stabilization Grant from the Office of Small Business? If so, and if you believe you qualify for an additional year of Rent Stabilization Grant funding under an existing lease to a Legacy Business, use this form to apply for that additional year of funding.

If you have not previously received a Rent Stabilization Grant, or if you have entered into a new lease since you last received a Rent Stabilization Grant (or extended an existing lease), please use the Rent Stabilization Grant Initial Application form instead.

To receive funds disbursed under the Rent Stabilization Grant Program, applicants must register as Suppliers with the City and County of San Francisco. This application form will ask you for your Supplier ID. If you do not already have a Supplier ID, please visit the following website to begin the process to register as a Supplier:

<https://sfcitypartner.sfgov.org/Vendor/Login>

Funds disbursed under the Rent Stabilization Grant Program are generally made payable to the Legacy Business's Landlord. If the Landlord wishes to assign its right to these funds to another entity—for example, to a property management company, or to the Legacy Business itself—please contact the Office of Small Business for assistance.

Before completing this application, please review the Rules and Regulations for Rent Stabilization Grants, which are available at the following link: [Rent Stabilization Grant Rules and Regulations](#).

After you have completed this application, please email, hand-deliver or mail the completed application and required attachments to:

Legacy Business Program
Office of Small Business
1 Dr. Carlton B. Goodlett Place
City Hall, Room 110
San Francisco, CA 94102
legacybusiness@sfgov.org

If there has been a change to the lease, please include a copy of the current lease between the Landlord and the Legacy Business when you submit this application form.

1. Contact Information

A) INFORMATION ABOUT THE LEGACY BUSINESS:

- 1) Legacy Business Name: _____
- 2) Legacy Business Address: _____

B) INFORMATION ABOUT THE LEGACY BUSINESS'S LANDLORD:

- 1) Landlord Name: _____
- 2) Landlord Street Address: _____
- 3) Landlord City, State and Zip Code: _____
- 4) Landlord Phone Number: _____
- 5) Landlord Email Address: _____
- 6) Landlord Business Account Number (BAN): _____
- 7) Landlord Supplier ID with the City and County of SF: _____

C) INFORMATION ABOUT THE PERSON COMPLETING THIS FORM:

- 1) Name: _____
- 2) Street Address: _____
- 3) City, State and Zip Code: _____
- 4) Phone Number: _____
- 5) Email Address: _____

D) Is the person completing this form the Landlord, or an officer, employee or other agent of the Landlord?

Yes _____ No _____

E) If you checked "No" to question (D) above, please explain your relationship to the Landlord: _____

2. Certification of Square Footage Leased to the Legacy Business in San Francisco

I certify that the Landlord leases the following amount of space to the Legacy Business in San Francisco:

_____ square feet

3. Business Activity

A) Was the Legacy Business closed or inactive for any number of days during the period covered by this Rent Stabilization Grant Re-Application?

Yes _____ No _____

B) If "yes," what dates was the Legacy Business closed or inactive? From when to when? _____

C) Please describe the closure or inactivity: _____

4. Certification of No Material Changes to Lease

A) I certify that there have been no changes to the lease between the Landlord and the Legacy Business:

Yes _____ No _____

If there have been any changes to the lease between the Landlord and the Legacy Business, please complete the following:

B) On what date did the lease change? _____

C) Describe how the lease has changed: _____

D) If there has been a change to the lease between the Landlord and the Legacy Business, I certify that a copy of the current lease between the Landlord and the Legacy Business has been submitted with this application form.

Yes _____ No _____ ("Yes" required to be eligible for grant)

5. Certification that the Landlord Meets All Other Requirements of the Rent Stabilization Grant Program

A) I have reviewed the Rules and Regulations for Rent Stabilization Grants, which are available at this link: [Rent Stabilization Grant Rules and Regulations](#). I certify that the Landlord complies with those Rules and Regulations:

Yes _____ No _____ (“Yes” required to be eligible for grant)

B) In particular, I certify that the Landlord complies with the following Rules and Regulations:

1) The Landlord has no amounts owed to the City, as specified in Rule 2(A) of the Rules and Regulations:

Yes _____ No _____ (“Yes” required to be eligible for grant)

2) The Landlord has complied with any requirement to register as a business with the Office of the Treasurer and Tax Collector, as specified in Rule 2(B) of the Rules and Regulations:

Yes _____ No _____ (“Yes” required to be eligible for grant)

3) The Landlord is, to the best of its knowledge, not the subject of an Office of Labor Standards Enforcement investigation or enforcement action, as specified in Rule 2(C) of the Rules and Regulations:

Yes _____ No _____ (“Yes” required to be eligible for grant)

4) The Landlord is not related by ownership, either directly or indirectly, to the Legacy Business, as defined in Rule 2(D) of the Rules and Regulations:

Yes _____ No _____ (“Yes” required to be eligible for grant)

5) The Landlord is not an Ineligible Landlord, as defined in Rule 3 of the Rules and Regulations:

Yes _____ No _____ (“Yes” required to be eligible for grant)

6) The lease between the Landlord and the Legacy Business complies with all the Conditions for Leases specified in Rule 5 of the Rules and Regulations:

Yes _____ No _____ (“Yes” required to be eligible for grant)

6. Acknowledgments

Please read all of the following statements. You will be asked to acknowledge that you have read and understood all of them:

- I understand that all information provided in this application may be subject to disclosure under the California Public Records Act and/or the San Francisco Sunshine Ordinance.
- I understand that, whenever an application for a grant under Administrative Code 2A.243(c) is approved, the Office of Small Business shall, to the extent permitted by law, keep confidential all provisions in any lease submitted by a landlord in connection with the application, except to the extent that OSB relied on the content of any such provisions in deciding to award a grant to the applicant landlord.
- I understand that whenever an application for a grant under Administrative Code 2A.243(c) is denied, or before such an application has been either approved or denied, the OSB shall, to the extent permitted by law, keep confidential the entirety of any lease submitted by the landlord in connection with the application.
- I understand that the Rent Stabilization Grant is an annual grant and must be reapplied for on or before the anniversary date of the first grant payment.
- I understand that any failure to reapply may affect my ability to receive future Rent Stabilization Grants, as provided in Administrative Code Section 2A.243(c)(3).
- I understand that the amount of the Rent Stabilization Grant could vary and might be less than \$4.50 per square foot due to funding constraints.
- I understand that any willful or material misrepresentation in this application form may be cause for:
 - The termination of any pending grant;
 - An order to repay any grants previously awarded; and,
 - A prohibition on applying for, or receiving, future grants.

I have read and understood all of the statements listed above:

Yes _____

No _____

(“Yes” required to be eligible for grant)

7. Declaration and Signature

I, the Qualified Landlord to the Registered Legacy Business _____
_____ located at _____ in
San Francisco, California, or the authorized representative of the Qualified Landlord, certify under penalty of
perjury that the statements in this application are true and correct to the best of my knowledge.

Applicant's Printed Name

Applicant's Signature

Date

8. Checklist

Include the following with your submission:

- Completed and signed Rent Stabilization Grant Re-Application.
- Copy of the current lease if there has been a change to the lease between the Landlord and the Legacy Business.