



NEW BUSINESS RENTAL INCENTIVE PROGRAM

PART A –BUSINESS OWNER APPLICATION

The New Business Rental Incentive Program seeks to reduce area vacancies and facilitate the establishment of new businesses in previously underutilized areas of the City. The intent of the program is to facilitate business growth and expansion by assisting businesses in leasing space. All grant award decisions of the Tomball Economic Development Corporation (TEDC) Business Retention & Expansion (BR&E) Committee are discretionary and final. Through the Program, the TEDC will provide up to 25% of the base monthly rent for the first year of operation only, not to exceed \$10,000 per business.

Business Owner Applicant Information

Name of Business: _____

Current Business Physical Address: _____

City, State & Zip _____

Mailing Address: _____

City, State & Zip _____

Business Phone: _____

Business Website: _____

Business Owner Name: _____

Applicant's Name (if different): _____

Position /Title: _____

Phone and Email: _____

Nature of Business: _____

NAICS Code: _____

Legal Form of Business:

- ☐ Sole Proprietor
- ☐ Partnership Number of Partners _____
- ☐ Corporation
- ☐ Limited Liability Corp
- ☐ Other _____

Business Start/Opening Date _____

Days and Hours of Operation

Days Open: _____

Hours Open: _____

Employees

Full Time Employees (40 hours per week): _____

Part Time Employees (less than 40 hours per week): _____

Does the Business Owner Have any Relationship to the Property Owner/Landlord?

No ☐ Yes ☐ (please explain)

Moving and Space Improvement Cost and Funding Information

Investment Data

Tenant Space Improvement (finish) \$ _____

Landlord Space Improvement (finish) \$ _____

Equipment and Display \$ _____

Product Stock (for Opening) \$ _____

Marketing (First Year) \$ _____

Sources of Funding for Move/Expansion

Funds invested by owner \$ _____

Funds from other sources* \$ _____

Total estimated cost to move/expand \$ _____

* Source of Funding and Amounts _____

New Lease Property Information

Address of space to be leased: _____

Total amount of square feet to be leased and occupied: _____

Term of lease (minimum 3 years): _____ years

Gross rental rate \$ _____ per month \$ _____ per s.f.

Additional lease terms and other monthly charges: _____

Indicate any rate increases: _____

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Certification

By signing below, the Business Owner of record (applicant) understands and agrees to the following:

1. All information contained in this application, the attached exhibits and other materials submitted in connection with this application are true and accurate to the best of the business owner's knowledge. Business owner understands and agrees that false or untruthful information may be grounds for the TEDC to stop processing this application or to withdraw any approval previously obtained based in whole or in part on such false or untruthful statements.
2. The TEDC is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.
3. All tax obligations to the City of Tomball are current.
4. The business is currently in good standing with the City, and has no pending municipal code violations.
5. The business is not currently occupying the space with or without a lease in place.
6. The APPLICANT hereby certifies that the APPLICANT does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States; or (b) authorized under the law to be employed in that manner in the United States. APPLICANT understands and agrees that if, after receiving a Grant, APPLICANT is convicted of a violation under 8 U.S.C. Section 1324a(f), the APPLICANT shall be required to reimburse to the TEDC the grant amount received. Payments must be paid in full within thirty (30) days after the date of written notification by the TEDC. The form of such payment shall be a cashier's check or money order, made payable to the Tomball Economic Development Corporation. The TEDC has the right to recover court costs and reasonable attorney's fees as a result of any civil action required to recover such repayment.

Printed Name of Principal Owner

Signature

Date

Please submit the completed application along with a copy of the Proposed Lease Agreement to:

Kelly Violette

Tomball Economic Development Corporation

29201 Quinn Road, Suite A Tomball, TX 77375

For further questions about the Program, please contact Kelly Violette, Executive Director, at 281.401.4086 or kviolette@tomballtxedc.org.



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PART B – PROPERTY OWNER/LANDLORD APPLICATION

Complete all items carefully and accurately to the best of your knowledge and return with a copy of Proof of Ownership to:

Kelly Violette

Tomball Economic Development Corporation

29201 Quinn Road, Suite A Tomball, TX 77375

Property Address: _____

Property Owner of Record: _____

Mailing Address: _____

City, State & Zip _____

Phone: _____ Email: _____

Name(s) of Authorized Signatories: _____

Name of Management Company: _____

Name of Representative/Contact Person: _____

Management Company Address: _____

City, State & Zip _____

Phone: _____ Email: _____

Name of proposed business at site:

Name of business owner:

DOES THE BUSINESS OWNER OR THE BUSINESS HAVE ANY RELATIONSHIP TO THE
PROPERTY OWNER/LANDLORD? NO ☐ YES ☐ Please explain

SITE & LEASE INFORMATION

Total amount of square feet to be leased and occupied by business: _____

Term of lease: _____ years

Gross rental rate \$_____ per month \$_____ per s.f.

Additional lease terms and other monthly charges: _____

Indicate any rate increases: _____

Is the subject space currently vacant? Yes ☐ No ☐

If yes, how long has the space been vacant? _____ months

Name of previous tenant: _____

Previous Rental Rate: \$_____ Per Month \$_____ Per Square Foot

CERTIFICATIONS

Are all real estate and personal property taxes due the City of Tomball paid in full?

Subject Property: YES ☐ NO ☐ (Please explain on supplemental sheet)

Other Properties: YES ☐ NO ☐ N/A ☐

Are all City of Tomball water and sewer bills due paid in full?

Subject Property: YES ☐ NO ☐ (Please explain on supplemental sheet)

Other Properties: YES ☐ NO ☐ N/A ☐

Have you been cited for any existing zoning, building or property maintenance code violations that remain uncorrected?

Subject Property: YES ☐ NO ☐ (Please explain on supplemental sheet)

Other Properties: YES ☐ NO ☐ N/A ☐

Are you involved in any litigation with the City of Tomball?

☐ YES (Please explain on supplemental sheet)

☐ NO

By signing below, the Landlord/Property Owner of record understands and agrees to the following:

1. All information contained in this application, the attached exhibits and other materials submitted in connection with this application are true and accurate to the best of the land owner's knowledge. Landowner understands and agrees that false or untruthful information may be grounds for the TEDC to stop processing this application or to withdraw any approval previously obtained based in whole or in part on such false or untruthful statements.
2. The TEDC is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.
3. All tax obligations to the City of Tomball are current.
4. The property is currently in good standing with the City, and has no pending municipal code violations.
5. The business is not currently occupying the space with or without a lease in place.

Printed Name of Property Owner/Landlord

Signature

Date