



## Tenant Rent Relief Request Information: COVID-19 CRISIS

The COVID-19 crisis is affecting businesses the world over and we are sorry to hear that your business is being strongly impacted by mandated closures and social distancing practices due to this disease. We understand that you have made a request for an adjustment to your lease obligation. These requests are taken very seriously and will be evaluated on a case by case basis. Your lease is a unique document which provides certain obligations between your business and the landlord. Please understand that there are many factors that must be considered, and the decision is not at the discretion of MacKenzie Management. Each building is owned by an individual partnership or ownership group and has its own business obligations to its lenders, building service providers, and partners. Upon receiving your documentation, it will be reviewed and presented to the owners for their final evaluation and determination.

In order to evaluate your request, we will need the following information. Businesses who have made the request that do not provide any part of this information will not be reviewed.

1. Has your business been shut down by mandatory government order?
2. Are you still working in your suite?
3. Are you current on your rent at the present time?
4. What type of and how much relief are you looking for?
5. Have you investigated the following state emergency relief programs: If not, why?

[MD Small Business COVID-19 Emergency Relief Loan Fund](#)  
[MD Small Business COVID-19 Emergency Relief Grant Fund](#)

6. Have you applied to the SBA for an emergency loan? If not, why?
7. Have you discussed a loan or line of credit with your lender to help you through the downtime?
8. If your business is subject to franchise fees, have you contacted your franchisor to request relief? If not, why?
9. Please provide either a 2019 tax return, specifically pages 1-4 of the Federal Form 1065 plus W-2 or K-1's indicating compensation to each member/partner OR- a reviewed or audited financial statement that includes a balance sheet, income statement, and disclosure on total compensation paid to officers/owners of the company
10. Please provide the last 3 years and year to date sales history
11. If your lease is personally guaranteed, please include personal financials which include:
  - a. Last three year's tax returns
  - b. Statement of personal assets including
    - i. Equity in your home
    - ii. Bank account balances
    - iii. Stocks or bonds
    - iv. Any other asset of worth

Please submit the requested documentation to your property manager as soon as possible for your request to be reviewed and evaluated.

Stay safe and stay well!