



THE PLACE FOR PEOPLE

**Renaissance Brandon**  
410 9<sup>th</sup> Street, Second Floor  
Brandon, Manitoba R7A 6A2

# Rent Abatement Program

## Application Form

### APPLICATION FOR RENT ASSISTANCE

**Personal Information**

APPLICANT'S NAME (IN FULL):		PHONE:
Address:		Cellular:
Social Insurance Number:		Email:
Name of Personal Reference:		Birth Date: <small>(dd/mm/yyyy)</small>
Name of Personal Reference:		Phone:
Name of Personal Reference:		Cellular:
Applicant's Bank(s):		Phone:
	Contact:	Cellular:
	Contact:	Phone:
		Cellular:

*All shareholders or partners with a 20% or greater stake are required to fill out the above section*

**Financing Information, if applicable**

Applicant's Lender(s):		<b>Phone Number(s)</b>
	Contact:	
	Contact:	

**Business Information**

BUSINESS NAME:		PROJECT START DATE (DD/MM/YY):	
		Anticipated opening date (dd/mm/yy):	
Length of Lease:	Monthly Base Rent \$	BUSINESS #: (GST)	
	Square Footage sq. ft.		
Landlord's Name :		Phone:	
Landlord's Email:		Cellular:	
Property Manager Name:		Phone:	
Property Manager Email:		Cellular:	
Landlord Business Address:			
Property Address:			

DESCRIBE THE LOCATION: (THE VISIBILITY, WHICH FLOOR, ACCESS TO STREET, PRIVATE PARKING ETC.)	
Brief Description of the business:	
	How long in existence:
Business's Bank(s):	
Address & Contact:	Phone:
	Cellular:
Name of Business Reference:	Phone:
	Cellular:
Name of Business Reference:	Phone:
	Cellular:

If Business is incorporated, list Officers:

Name	Address	Title

If Business is a Partnership, list all Partners:

Name	Address	Title

**Please attach a current Biography or Resume for all Shareholders or Partners with a 20% or greater stake**

## Applicant Declaration Form

### Privacy

I understand and acknowledge that Brandon Downtown Development Corp (BDDC) to whom I have submitted a loan application collects, uses and discloses personal information in connection with loan Applicants for the following purposes:

- to establish and maintain a relationship with me as a client and to provide services to me;
- to provide me with additional resources, including, but not limited to; information about programs, services, training resources and upcoming events.
- to administer and assess ongoing BDDC services.
- to maintain adequate accounting and tax records.
- to have information in such form as the BDDC may reasonably require for its business needs, to meet legal, regulatory and governmental requirements.
- to detect and prevent fraud.

### Media

In the event that I obtain funding from the BDDC, I consent to media publicity to profile me, my business and the funding provided by BDDC, this consent shall be valid as long as my loan from BDDC is outstanding. Financial terms will not be disclosed.

### Declaration

By submitting the application form and business plan for the purposes of application to the Rent Abatement Program I:

- certify that I have read and agree to the criteria, terms, conditions and requirements as set out in the application form and program information package,
- certify that all representations, statements and information contained in the application form and business plan submitted are true and correct, acknowledge that my personal information, including my name, age, address, phone number, social insurance number, and information relating to my education or occupation, financial circumstances or business activities is being collected by BDDC for the purposes outlined above under The Freedom of Information and Protection of Privacy Act. Renaissance Brandon may share limited personal information with Economic Development Brandon to support common initiatives,
- acknowledge that my personal information is protected by the Protection of Privacy provisions of The Freedom of Information and Protection of Privacy Act and that if I have questions regarding the collection and disclosure of this information I may contact the BDDC via e-mail at [renaissancebrandon@brandon.ca](mailto:renaissancebrandon@brandon.ca).
- agree that should the information supplied to the BDDC prove to be false or inaccurate, resulting in ineligibility for the Rent Abatement Program, the financial incentive must be immediately repaid.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

STAFF USE \_\_\_\_\_

## Application Checklist

Applicant Name \_\_\_\_\_

**This checklist must be attached to your completed loan application materials.**

- 1) Completed and Signed Application Form
- 2) Completed and signed Applicant Declaration Form
- 3) Completed Business Plan (for a start-up) or Completed Marketing Plan (for an existing business)
- 4) Resume. Describe your ability as the loan Applicant to successfully operate your business, include a description of business skills acquired from previous work experience, training and education for each person owning 20% or more of your business.
- 5) Projected Financial Statements: Projections should be based on the assumption that your loan request will be approved.
  - a) Cash Flow: Month-by-month projections for the next 24 months of operation.
  - b) Balance Sheet: Include a current and/or start-up balance sheet which includes the use of the loan proceeds and the loan amount.
  - c) Income Statement: A 24 month statement which reflects the months addressed in the cash flow projection.
  - d) Key Assumptions: A complete description of any issues that affect the financial projections.
  - e) Include the Total Value of Leasehold Improvements.

Business Financial Statements: If available, provide the last 2 years of fiscal statements including a balance sheet, income statement, and the most current interim statements (must be within 45-60 days of date of application). All documents must be signed and dated.

- 6) Financing: A start-up business or a business that requires financing in order to be deemed a viable business **cannot** use Renaissance Brandon funding for their equity requirement.
  - a) A copy of the commitment letter from the lender.

*Remember that incomplete applications cannot be processed.*