

Small Business Lease Grant Program APPLICANT CHECKLIST

Required Documents

- 1. A completed NJEDA online application for the location and entity that is applying for the grant Small Business Lease Grant Application
- 2. Current NJ tax clearance certificate (cannot be approved until received)

 <u>Directions for securing your tax clearance certificate</u>
- 3. Documentation to verify entity applying's name must provide company formation documents that relate to the entity applying (Articles of Incorporation, Articles of Organization, Certificate of Incorporation, Certificate of Trade Name (filed at county clerk's office-for sole proprietors)

Sole Proprietor: provide a **Certificate of Trade Name** (filed with the County Clerk)

<u>LLC</u>: <u>Certificate of Formation</u> and <u>Operating Agreement</u> <u>Corporation</u>: <u>Certificate of Incorporation</u> and Bylaws <u>Not-for- Profit</u>: Certificate of Incorporation and Bylaws

<u>Out of State</u>: If your business is not registered in the State of NJ you are ineligible for this grant. If your entity was formed out of state but operates within the State of NJ, you must file a Certificate of Authority when registering the business in NJ and provide that certificate.

- 4. Ensure entity applying has used proper name. Please check on: <u>Business Name Search (njportal.com)</u>
- 5. Federal Tax Filings (3 most recent consecutive years if available) used to verify revenue at time of application to ensure meet SBA's definition of a small business
- 6. WR30, Payroll Report or equivalent information to determine revenue or job numbers from 1 quarter prior to application and at time of application
- 7. Fully completed <u>Landlord Certification</u> form provided by NJEDA
- 8. **Fully executed** lease (must be a minimum <u>5-year</u> lease term) <u>Subleases are not eligible</u> Executed lease <u>must</u> be signed by the tenant and property owner and must mention:
 - Square footage: between 250 to 10,000 square feet over 10,000 is still eligible however, over 10,000 square feet will not be incentivized. For lease extensions, renewals, or amendments, the applicant must expand or add more than 250 square feet.
 - Monthly payments must be identified per year to calculate grant award amount
 - Lease must be executed within 12-months of filing NJEDA application to be eligible
 - Lease must incorporate first floor street level space
 - Lease payments can only include the leasing of square footage (equipment cannot be included)
- Prohibited Activities in Russia/Belarus certificate, please complete and submit with application. Only for grants over \$25,000.

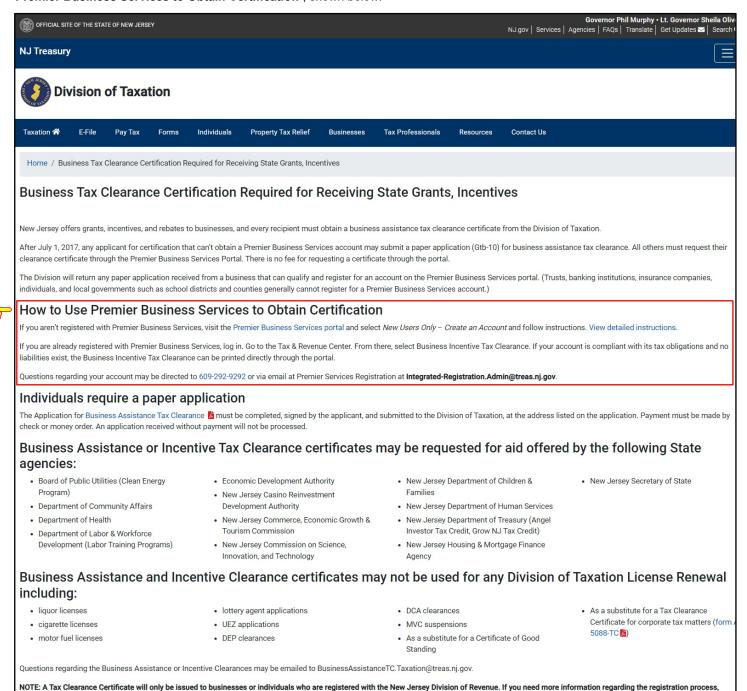


Eligibility Requirements

- 1. Must be a small business as defined by SBA based on NAICS code at time of application and one quarter prior to application
- 2. Must be in good standing with any previous NJEDA approvals
- 3. Applicant must stay current with lease payments and in compliance for the 5-year grant term. Applicant must also pay the program minimum wage requirements of the greater of \$15/hour or 120% of minimum wage unless employees are tipped employees then 120% of minimum wage is required to be paid.
- 4. The small business must be in substantial good standing with the NJ Department of Labor and Workforce Development, the NJ Department of Environmental Protection, and the Department of Treasury (as determined by each Department)

How to Obtain a Business Assistance Tax Clearance Certificate

Go to <u>Business Tax Clearance Certification Required for Receiving State Grants, Incentives</u> and follow the instructions under "**How to Use Premier Business Services to Obtain Certification**", shown below.



If you experience issues accessing the **Premier Business Services** website:

proceed to the New Jersey Division of Revenue website.

- Try again at a later time and/or using various web browsers. Internet Explorer may encounter limitations.
- · Be sure your company is registered to do business in the State of NJ, Division of Revenue & Enterprise Services Getting Registered.
- Have a copy of your Business Registration Certificate (BRC) on hand so you know the date you registered, NJ corp # and the business name as it appears on the registration/tax records (it's important to enter the business name exactly as appears on the BRC).
- Be sure your annual report was filed at https://www.njportal.com/DOR/AnnualReports/Business?sessionType=AnnualReport.
- If you need help, e-mail Premier Business Services at Integrated-Registration.Admin@treas.nj.gov or call 609-292-9292.
- If you get a message in red font advising that you are not eligible to receive a certificate, contact Taxation at the e-mail below.