

## Property Owner Rental Relief Fund Frequently Asked Questions

### Property Owner Information

- **Business Name** – is the name used to carry out your property or business activities. If you own the property under your own personal name, this question does not apply
- **Job Title** – is the role of the applicant whose name was entered above, such as, “owner”, “president”, “property manager”, “authorized representative,” etc.
- **Dedicated Bank Account** – an account separate from personal or other business activities that you use to help keep track of the identified property transactions only. It is typical to have the account use the business’s name. If you own the property under your own name, you may not have a business account dedicated just for the property’s expenses.
- **MI Property Entity Identification Number** – this is a 6- or 9-digit number from the State of Michigan found on your Articles of Incorporation or Organization. This confirms that your business has been registered with the State of Michigan and what type of business it is (LLC, LLP, sole proprietorship, etc.)

### Property Information

- **Deed Holder Name** – this is the person or entity whose name appears on the deed for the property recorded at the Wayne County Register of Deeds. This confirms who has rights to the subject property.
- **Property Address** – please provide the location of the identified property that includes its street address, city, state and zip code so that the evaluation team can confirm that the property is eligible to receive funds.
- **What type of property** – please pick the category that best describes your property from the drop-down list.
  - (a) **Retail Properties** are generally comprised of 100% retail space. A business qualifies as retail if it is a physical store that is open to the public to sell goods. Office and industrial businesses would not count as retail. If a property also includes some office use along with retail, but no residential, pick the primary use. However, if the property includes residential, it would qualify as mixed use (see definition below).
  - (b) **Office Properties** are generally comprised of 100% office use. If a property also includes some retail use along with office use, but no residential, pick the primary use.
  - (c) **Commercial/Industrial/Warehousing Properties** are properties that generally have an industrial type zoning and are typically used for manufacturing, warehousing or logistics.
  - (d) **Mixed-Use Properties** are properties that have more than one use on the property. The primary feature of mixed-use properties is that they have retail on the first floor with residential above. If there is residential use along with either retail or office, please select mixed-use.

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- **Number of employees** – employees are defined as individuals who receive a W-2, are paid through their employer’s payroll (are not contractors or consultants) and have their payroll taxes withheld throughout the year.

### Economic Impact

- **Total Scheduled Monthly Rent** is the rent that should be paid by all renters (commercial and/or residential) currently living in/using the space for the listed month according to the lease terms (the agreements made in the signed lease between the landlord and renter).
- **Total monthly operating expenses paid** should be the total cash you have actually spent to pay expenses (actual cash outlays) such as debt payments, payroll, utilities, insurance, taxes, maintenance, and management fees as examples but not an exhaustive list made during the specified period. This should not include expenses that you have accumulated but not actually paid.



### General Information

#### **Why does it matter what type of property I own?**

We are asking this to better understand the need you may have, but more importantly to understand who these dollars would help. These properties are not just brick and mortar, but they are people and businesses that we want to assist.

#### **Will different types of properties get different amounts of assistance?**

It is possible and that is why we are asking for the property type. If you have residential renters, then you must also keep utilities going. If you have a warehouse then maybe you can go without utilities, unless it is cold storage, for instance. We want to make sure we help you by thinking through all the options related to your specific property.

#### **Why does the gross (total) amount of space in my building matter?**

There may be certain costs associated with unleased space in your building that may be eligible to be covered by this grant. For example, it is possible that there will be a greater need for utilities in a larger space even if the space is not leasable.

#### **Why are there so many questions about my employees?**

Because at the end of the day these funds are intended to help people. The more we know about your employees, the more we can do to help the most people possible during these trying times.