



LEASE **REBATE**

– **APPLICATION FORM** –

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**DOWNTOWN REVITALIZATION LEASE REBATE PROGRAM
FOR CHELSEA CENTRAL ZONING DISTRICT AND HOLLYHOCK ISLAND
PART A - TENANT APPLICATION**

INSTRUCTIONS: Complete this form and return with attachments to:

**NCDC - Lease Rebate Program
77 Main Street
Norwich, Connecticut 06360**

Please type or print; must be completed in full

The Applicants

Tenant's name _____
Tenant's mailing address _____
Tenant's phone #s _____
Tenant's e-mail _____
Name of property owner _____
Property owner phone #s _____

The Property

Municipal address of property _____
Planned use for property _____
Number of square feet leased _____

Lease Information

Term of lease _____ years
Term options ____ Yes (years) ____ No
Monthly lease rate \$ _____ or Per square foot rate \$ _____

The Business (If residential go to Certifications Section)

Business name _____
Business type (NAICS) _____
Days and hours of operation
Days open _____ Hours open _____

Employment Information

Number of full time employees _____

Number of part time employees _____

How will your business enhance the area in which you are locating and how will your business complement other businesses within the area? _____

Certifications:

Are all real estate and personal property taxes due to the City of Norwich and other municipalities paid in full?

Yes No (please explain on supplemental sheet)

Are all utility bills paid in full?

Yes No (please explain on supplemental sheet)

Is personal property adequately insured? (attach certificate of insurance for property)

Yes No (please explain on supplemental sheet)

Are all City Loan Program payments paid up to date?

Yes No (please explain on supplemental sheet) N/A

Are you involved in any litigation with the City of Norwich or NCDC?

Yes (please explain on supplemental sheet) No

Certification: I certify by my signature that the information provided in this application is true and accurate.

Printed name of tenant

Signature

Date

**DOWNTOWN REVITALIZATION LEASE REBATE PROGRAM
FOR CHELSEA CENTRAL ZONING DISTRICT AND HOLLYHOCK ISLAND
CERTIFICATIONS: TENANT**

Applicant/Project Name _____

Project Address _____

Date	City Agency	City Representative Signature	Verification
	Tax Collector		The named applicant is current with all Norwich taxes
Comments			
	City Planning		This project demonstrates consistency with the City's Plan of Conservation and Development, and local zoning
	City Planning		This project complies with local zoning regulations.
Comments			
	City Building Inspection		This building has no building or property maintenance code violations that remain uncorrected.
Comments			
	Norwich Public Utilities		The named applicant is current with Norwich utilities
	Norwich Public Utilities		There is adequate utility capacity available or planned for this location
Comments			

**DOWNTOWN REVITALIZATION LEASE REBATE PROGRAM
FOR CHELSEA CENTRAL ZONING DISTRICT AND HOLLYHOCK ISLAND
PART B - PROPERTY OWNER (LANDLORD) APPLICATION**

INSTRUCTIONS: Complete this form and return with attachments to:

**NCDC - Lease Rebate Program
77 Main Street
Norwich, Connecticut 06360**

Please type or print

The Applicants

Property owner's name _____

Property owner mailing address _____

Property owner's phone #s _____

Property owner's e-mail _____

Name of Tenant _____

Tenant's phone #s _____

Does tenant or tenant's business have a relationship to the property owner/landlord?
___ Yes ___ No If Yes explain _____

Lease Information

Total square feet leased and occupied _____

Term of lease _____ years

Term options ___ Yes years ___ No

Monthly lease rate \$ _____ or Per square foot rate \$ _____

Other location related costs _____

Is space currently vacant? ___ Yes ___ No

How long has space been vacant? _____

Previous lease rate \$ _____ or Per square foot rate \$ _____

Certifications:

Are all real estate and personal property taxes due to the City of Norwich and other municipalities paid in full?

Yes No (please explain on supplemental sheet)

Are all utility bills paid in full?

Yes No (please explain on supplemental sheet)

Is property adequately insured? (attach certificate of insurance for property)

Yes No (please explain on supplemental sheet)

Are all City Loan Program payments paid up to date?

Yes No (please explain on supplemental sheet) N/A

Are you involved in any litigation with the City of Norwich or NCDC?

Yes (please explain on supplemental sheet) No

If the business owner is approved for this program, payments will be made directly to the business owner. Request for reimbursement must be accompanied by a fully executed certification of lease payment.

I certify by my signature that the information provided in this application is true and accurate.

Printed name of property owner

Signature

Date

**DOWNTOWN REVITALIZATION LEASE REBATE PROGRAM
FOR CHELSEA CENTRAL ZONING DISTRICT AND HOLLYHOCK ISLAND
CERTIFICATIONS: PROPERTY OWNER/LANDLORD**

Applicant/Project Name _____

Project Address _____

Date	City Agency	City Representative Signature	Verification
	Tax Collector		The named property owner is current with all Norwich taxes
Comments			
	City Planning		This project demonstrates consistency with the City's Plan of Conservation and Development, and local zoning
	City Planning		This project complies with local zoning regulations.
Comments			
	City Building Inspection		This building has no building or property maintenance code violations that remain uncorrected.
Comments			
	Norwich Public Utilities		The named property owner is current with Norwich utilities
	Norwich Public Utilities		There is adequate utility capacity available or planned for this location
Comments			