

How to Calculate Your Monthly Rent Relief Eligibility

IMPORTANT: Only page 2 of this document must be submitted each month. If you submit both pages with your monthly application, the information contained herein will become public record which can be shown to anyone who requests to see it. This worksheet should be shared with your landlord, to show the maximum amount they may reduce your rent with 50% of that amount being reimbursed by the Town of Vail.

Complete the steps below to calculate your eligible rent relief amount

1. Enter your 2019 gross monthly sales as reported on your Town of Vail sales tax return _____
2. Enter your 2020 gross monthly sales as reported on your Town of Vail sales tax return _____
- Your 2020 monthly sales must be lower than your 2019 sales in order to be eligible for this program
3. Subtract line 2 from line 1 _____
4. Divide line 3 by line 1 _____ %
5. Multiply your total monthly rent & CAM Payment by the % on line 4 \$

This is your maximum rent relief eligibility amount. Your landlord may agree to reduce your rent by up to this amount and the Town of Vail will reimburse them 50% of the reduction. The maximum reimbursement for any business is \$15,000 over the course of the 4 month program. All applications are subject to audit by the Town of Vail finance department.

Erroneous or false applications will result in a denial of eligibility and a revocation of funds.



Commercial Rent Relief Landlord Affidavit

Instructions: Businesses applying for rent relief must complete this form separately for each month applied. Your maximum eligible rent relief amount can be calculated by using the steps on page 1 of this document. The commercial landlord must complete the landlord acknowledgement portion of the form and sign this affidavit.

Business Name:	Town of Vail Business License #:
Business Address:	
Business Phone Number:	Business Email:

Landlord Name:	
If landlord is a corporation or LLC, name of authorized signatory:	
Landlord/Signatory Address:	
Landlord/Signatory Phone Number:	Landlord/Signatory Email:

Rent Relief Amount	
1. Enter the business' regular monthly rent + CAM charges as listed on your lease:	_____
2. Enter the amount of rent relief your landlord has agreed to. This amount cannot exceed your maximum eligible amount as calculated on pg. 1.	_____
3. Multiply line 2 by 50% - This is the amount the Town of Vail will reimburse to your landlord:	_____

Landlord Acknowledgement		
I (landlord name) _____ agree to reduce the rent of (business name) _____ by \$ _____ for the month of _____, 2020 contingent upon approval of this application by the Town of Vail. The Town of Vail will reimburse me 50% percent of this reduction or \$ _____		
By completing and signing this affidavit I (we) affirm that, under pains and penalties of perjury, that I agree to all terms in the landlord acknowledgement.		
Landlord Signature	Printed Name	Date

A copy of this signed affidavit must be submitted online with the business' monthly relief application at <http://vailgov.com/departments/finance/commercial-rent-relief-program>. Unsigned and paper applications will not be considered.