



## APPLICATION FORM

### TENANT FINANCIAL ASSISTANCE REQUEST - COVID-19 PANDEMIC

The City of Vincent (**City**) will consider all applications by tenants for financial assistance arising as a direct result of the COVID-19 pandemic (**Application**) on a case-by-case basis, in the City's absolute discretion.

Prior to submitting an Application, the City requires tenants to have exhausted all other third-party funding or grant options.

Applications will only be considered if the tenant is a small or medium sized enterprise with an annual turnover of up to \$50million (**SME Tenant**) and the tenant can demonstrate that it is suffering financial stress or hardship as a direct result of the COVID-19 pandemic.

Tenants must complete this Application form and attach copies of all relevant documents to support their Application. The City may choose not to consider incomplete Applications.

**Please note:** tenants with more than one lease should provide a breakdown of their lease costs per premises.

TENANT DETAILS	
Tenant name:	
Postal address:	
ABN/ACN:	
ACNC Number (if applicable):	
Contact person:	
Email:	
Phone:	
LEASE DETAILS	
Premises address:	
Premises use: (the primary use for which the Tenant leases the Premises)	
Rent:	\$ per month (including GST)
Variable outgoings:	\$ per month (including GST)
Other lease charges: (if applicable)	\$ per month (including GST)
Lease expiry date: (of current Lease term)	
Remaining option term(s):	



## FINANCIAL STRESS/HARDSHIP

A tenant will be considered as under financial stress or hardship if as a direct result of the COVID-19 pandemic (including government-mandated trading restrictions) it is unable to generate sufficient revenue to meet its financial and/or contractual (including leasing) commitments.

TENANT FINANCIAL STATUS	
<b>Is the tenant a SME Tenant?</b>	<input type="checkbox"/> Yes - provide a statement of tenant's financial position outlining income, expenses, assets and liabilities (preferably audited by an accountant) pre-dating 1 March 2020.
	<input type="checkbox"/> No - tenant is ineligible for financial assistance from the City.
<b>Is the tenant eligible for Jobkeeper?</b>	<input type="checkbox"/> Yes - provide copy of tenant application for JobKeeper.
	<input type="checkbox"/> No - confirm why the tenant has not applied for JobKeeper: <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Has the tenant's day-to-day operations been adversely impacted by COVID-19?</b>	<input type="checkbox"/> Yes - provide details of what trade/events/activities the tenant has been forced to cease due to COVID-19: <hr/> <hr/> <hr/> <hr/> <hr/>
	<input type="checkbox"/> No
<b>Has the tenant suffered a reduction in turnover/income as a result of COVID-19?</b>	<input type="checkbox"/> Yes – confirm the percentage reduction in turnover/income and provide documentation evidencing the reduction in turnover/income. These documents may include: <ul style="list-style-type: none"> <li>- year to date and recent financial year financial statements including profit &amp; loss or income statement;</li> <li>- a report from an accountant with evidence that the tenant has experienced a substantial reduction in its income (due to COVID-19) and, therefore, ability to pay rent;</li> <li>- a summary of major debt obligations and whether any repayment holidays have been offered by the financier; and</li> <li>- any other relevant information evidencing a decline in sales or loss of clients.</li> </ul>
	<input type="checkbox"/> No - tenant is not eligible for financial assistance from the City.



<b>Does the tenant hold business interruption insurance?</b>	<input type="checkbox"/> Yes - provide evidence that the tenant is unable to claim under its insurance policy (e.g. a copy of its policy or confirmation from the insurer). <input type="checkbox"/> No
<b>Has the tenant applied for any 3<sup>rd</sup> party funding or grants?</b>	<input type="checkbox"/> Yes – provide copies of any applications made for funding/grants and confirm whether these applications were successful or not. <input type="checkbox"/> No – if the tenant is an arts, sports or community group confirm why an application for 3 <sup>rd</sup> party funding has not occurred: <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Has the tenant received any financial assistance from the City since 1 March 2020?</b>	<input type="checkbox"/> Yes – provide details of the assistance received by the tenant to date: <hr/> <hr/> <hr/> <input type="checkbox"/> No
<b>If the tenant collects membership fees, have those fees been refunded?</b>	<input type="checkbox"/> Yes – 100% of fees refunded <input type="checkbox"/> In part – please confirm % and amount (in \$) of fees refunded: <hr/> <input type="checkbox"/> No – please confirm amount (in \$) of fees paid to the tenant in 2019/2020: <hr/> <input type="checkbox"/> Not Applicable – tenant does not collect fees.
<b>As at 30 March 2020, were any amounts due and owing* by the tenant to the City?</b> <small>(*please include amount due under the lease and any other arrangement between the tenant and the City – for example grounds hire.)</small>	<input type="checkbox"/> Yes – provide details of the outstanding amount(s) (in \$), what each amount relates to and any reasons for the amounts remaining outstanding: <hr/> <hr/> <hr/> <p>(please attach additional supporting/explanatory statement if space above is not sufficient)</p> <input type="checkbox"/> No



## CONFIRMATION AND DECLARATION

By the tenant's authorised representative signing this Application, the tenant confirms and acknowledges that:

- (a) the answers and statements provided by the tenant in Application are true and correct as at the date of this Application;
- (b) the documents provided/attached to this Application by the tenant are true and complete copies of the originals; and
- (c) the tenant has not knowingly withheld information which is likely to have an impact on the tenant's Application or the City's consideration of the tenant's Application.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name: \_\_\_\_\_, authorised representative of the tenant.

## CHECKLIST FOR ATTACHMENTS

Statement of tenant's financial position prior to 1 March 2020 (e.g. tenant Financial Report for 2019/2020 and/or Financial Statements for February, March, April 2019): <input type="checkbox"/> Yes <input type="checkbox"/> No (tenant ineligible for financial assistance from the City)
Copy of application for JobKeeper: <input type="checkbox"/> Yes <input type="checkbox"/> No
Documents evidencing reduction in tenant turnover/income since 1 March 2020 (e.g. Financial Statements for March, April 2020 and/or Financial Statement for 2019/2020 year to date): <input type="checkbox"/> Yes <input type="checkbox"/> No (tenant ineligible for financial assistance from the City)
Evidence that tenant cannot claim under its business interruption insurance: <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
Copies of applications made for funding/grants and confirmation of whether application(s) was successful: <input type="checkbox"/> Yes <input type="checkbox"/> No
Statement/explanatory note regarding tenant outstanding debts (as at 30 March 2020): <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable
Any other documents to support the tenant's Application, listed below: _____ _____

Applications can be submitted to: [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)