



Port of Bellingham

Covid-19 Pandemic Rent and Moorage Fees Relief Application

Applicant Information

Name:

Last First Title

Business Entity: _____

Cell Phone: _____ Email: _____

Type of Authorization(s): Lease Moorage Agreement Other describe: _____

Rent Relief Request

I am a Port of Bellingham tenant or moorage customer that is undergoing a financial hardship as a result of the Covid-19 Pandemic. I hereby request deferment of rent or moorage fees for ___ months' (up to 3) beginning _____, 2020 (the "Initial Deferral Date") and extending through _____, 2020. I have read and understand the Port of Bellingham's Covid-19 Pandemic Rent and Moorage Fees Relief Policy, including that deferred rent or moorage fees shall be due and payable within twelve (12) months of the Initial Deferral Date, or on or before the termination date of the lease or agreement, whichever comes first.

Initials: _____

Business Tenants

Were your operations fully or partially suspended as a result of a Government order? YES NO

If yes, enter date suspended _____, and describe if fully or partially and explain details (attach additional pages if necessary): _____

If no, how has your business operations been effected by the Covid-19 Pandemic? _____

How were your employees and staffing levels impacted by the Covid-19 Pandemic?

My business has laid off or furloughed staff, including: # of employees ____, out of ____ total staff, or has otherwise curtailed its workforce or been impacted; explain details (attach additional pages if necessary): _____

Did your revenues substantial decrease as a result of Covid-19 Pandemic? YES NO explain details (attach additional pages if necessary): _____

My B&O Tax filing information showing substantial decrease in revenue is attached? YES NO If not explain: _____

Do you qualify for business interruption coverage from your insurance? YES NO

My insurance Policy is attached? YES NO

Have you applied for Federal Paycheck Protection under the Coronavirus Aid, Relief and Economic Security Act?

YES NO If not, explain: _____

Moorage Customers

Are you unemployed due to the Covid-19 Pandemic? YES NO If yes, enter date laid off _____

Evidence of unemployment or application for unemployment is attached? YES NO

If no, has your income been severely impacted due to the Covid-19 Pandemic? YES NO explain details (attach additional pages if necessary): _____

Business Tenants and Moorage Customers

Provide additional information regarding impacts the Covid-19 Pandemic has had on you as a business tenant or a moorage customer (attach additional pages if necessary): _____

Provide additional information regarding actions you are taking to address such impacts beyond requesting deferred rent (attach additional pages if necessary): _____

Duty to Mitigate

As a condition of a deferred rent or moorage fees agreement you will have a duty to mitigate by: (1) diligently pursuing relief provided by State and/or Federal programs, (2) filing claims under business interruption insurance policies or similar for rent and other charges sought to be deferred, and (3) making your books and records available to the Port for inspection, including an audit by Port staff or a third party, to assure you have pursued relief and filed claims.

Will you agree to this Duty to Mitigate? YES NO

Signature

I hereby affirm that the foregoing information is true and correct to the best of my knowledge and that I am authorized to sign this document.

Signature _____

Date: _____