



ONE CITY. ONE JACKSONVILLE.

# City of Jacksonville, Florida

*Lenny Curry, Mayor*

City of Jacksonville Treasury Division  
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## COVID-19 Lease/Rent/Loan Deferral Request Form

The purpose of this COVID-19 Lease/Rent Deferral Request Form is to request a temporary deferral of monthly lease/rent payments to reduce the economic burden resulting from actions taken to combat the spread of the COVID-19 virus. I understand that a request may only be made for the following: (a) Due to COVID-19 we have either furloughed employees or have instituted a work-from-home policy and have experienced a significant loss in revenue; or (b) Due to COVID-19 and our designation as a non-essential business we are temporarily closed.

### Company Information:

Company Name: \_\_\_\_\_

Owning Individual or Entity: \_\_\_\_\_

Business Type: \_\_\_\_\_

EIN/TIN: \_\_\_\_\_

Number of Locations in Duval County: \_\_\_\_\_

Main Contact: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Primary Mailing address:

Business Address 1: \_\_\_\_\_

Business Address 2: \_\_\_\_\_

Suite/Unit : \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

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**Reason For Request:**

- ☐ Due to COVID-19 we have either furloughed employees or have instituted a work-from-home policy AND have experienced a significant loss of revenue.

**Beginning Date of furlough or “work from home” implementation:** \_\_\_\_\_

**Total Number of Employees as of March 1, 2020:** \_\_\_\_\_

**Number of Employees furloughed or working exclusively from home:** \_\_\_\_\_

**Monthly Revenue pre-COVID-19:** \_\_\_\_\_

**Loss of Monthly Revenue associated with COVID-19:** \_\_\_\_\_

- ☐ Due to COVID-19 and our designation as a non-essential business we are temporarily closed.

**Total Number of Employees as of March 1, 2020:** \_\_\_\_\_

**Date Business temporarily closed:** \_\_\_\_\_

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**Time Frame:**

Temporary deferrals in lease/rent payments for businesses that remain in operation or temporarily closed businesses will terminate no later than such time as businesses are allowed to return to normal operation or at another date chosen by the City. Such termination of this temporary reduction will be communicated to those affected within 7 business days following such rescission.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_