



# Port of Walla Walla

## COVID-19 Pandemic Rent Deferral Application

### Applicant Information

Name:

Last: \_\_\_\_\_ First: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Entity: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Rent Relief Request

I am a Port of Walla Walla tenant that is undergoing a financial hardship as a result of the COVID-19 Pandemic. I hereby request deferment of rent for \_\_\_\_ months' (up to 4) beginning \_\_\_\_\_, 2020 (the "Initial Deferral Date") and extending through \_\_\_\_\_, 2020. I have read and understand the Port of Walla Walla's COVID-19 Pandemic Rent Relief Policy, including that deferred rent shall be due and payable within twelve (12) months, beginning July 1, 2020, 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 affected by the COVID-19 Pandemic? \_\_\_\_\_

How were you, your employees and staffing levels impacted by the COVID-19 Pandemic? YES  NO

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

Did your revenues substantially 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 financial assistance through any State and/or Federal programs that are available due to the COVID-19 Pandemic? YES  NO  If not, explain: \_\_\_\_\_  
\_\_\_\_\_

If yes, list the assistance you have applied for. Were you approved for assistance?  
\_\_\_\_\_  
\_\_\_\_\_

Provide additional information regarding impacts the COVID-19 Pandemic has had on you as a business tenant (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 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: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Return application to: Pat Reay, Executive Director, [pr@portwallawalla.com](mailto:pr@portwallawalla.com)  
Jennifer Skoglund, Airport Manager, [js@portwallawalla.com](mailto:js@portwallawalla.com)  
Paul Gerola, Economic Development Director, [pg@portwallawalla.com](mailto:pg@portwallawalla.com)