

**Attachment A  
Opt-In Rent Deferral  
Proposed Program Application**

Name of Business (used in your agreement) \*

Your answer

Type of Business \*

- Maritime
- Restaurant
- Retail
- Parking
- Other:

Address of Port Leasehold \*

Your answer

Website of Business

Your answer

Name of Primary Contact \*

Your answer

Please lease agreement number (i.e. L-12345) \*

Your answer

Email Address \*

Your answer

Phone Number \*

Your answer

What impacts has your business experienced due to Covid-19? \*

Your answer

What is your business' financial need for deferring rent through December 31, 2020? \*

Your answer

Please provide a description of your re-opening plan. Please highlight any physical changes that must be made and adjustments to business operations that must be executed due to new Covid-19 related regulations. \*

Your answer

Please download the financial projection template at <https://sfport.com/covid19assistance>, and provide good faith projections of expenses and revenues \*

 Add file

Did you seek relief from federal, state, or local program \*

- Federal
- State
- Local
- Other
- None

If you entered None, please provide a brief statement why no relief was sought

Your answer



Please provide documentation of any and all submittals to federal, state, and local relief programs

 [Add file](#)

Please provide a summary of status of applications submitted to federal, state, and local relief programs.

Your answer

What other relief measures or assistance would support your business regaining normal operations

Your answer

By submitting this information, I certify under penalty of perjury that the information provided is complete and accurate, based on best data currently available, and that I wish to participate in the Opt-In Rent Deferral Program. I will comply with all of the program requirements and intend to pay all outstanding balances due under the program by December 31, 2020 and resume normal rent payments on January 1, 2021. \*

I agree

Submit

**Attachment B  
Proposed Financial Projection Template**

<b>Expenses</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Costs of Goods Sold/Services Provided						
Payroll (Payroll, Taxes, and Benefits)						
Rent						
Taxes & Fees						
Debt						
All Other OpEx						
<b>Total Operating Expenses</b>						
<b>Revenue</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
Gross Earnings from Goods Sold/Services Provided						
Deferred Rent						
Other Income						
<b>Total Revenue</b>						
<b>Net Revenue</b>						

**Attachment C  
Opt-In Rent Deferral Program  
Estimated Timeline**

<b>Date</b>	<b>Action</b>
June 12	Finalize online systems
June 15	Launch Opt-In Rent Deferral Program, outreach to tenants
June 29	Follow up outreach to tenants
July 14	Update to Port Commission on submittals to date
July 15	Deadline for initial opt-in submittals
July 17	Finalize list of tenants included in the Opt-In Rent Deferral Program
July 20-24	Outreach to tenants of opt-in status
July 31	Broad-based rent deferral period expires
August 1	Opt-In Rent Deferral Program starts
October 16	Updated financial reports from Opt-in tenants
December 31	End of extended opt-in deferral period