

Dear Tenant,

We hope you, your family, and your employees are well, and will remain safe and healthy as we ride out this difficult time.

The COVID-19 pandemic has created numerous challenges for us all, many unprecedented in our lifetime, and we're figuring this out together.

Like you, we're a small business with the same obligations of taxes, mortgage payments, payroll, and operating costs, and none of us are immune from the financial struggles brought on by the socio-economic impact of the virus' outbreak.

We've researched some of the programs offered by local and Federal government agencies to help keep our businesses afloat, and we're sharing some links we hope will be useful to you and your business.

This is from the Small Business Administration and how the newly formed Economic Injury Disaster Loans (EIDL) program can help meet the liquidity needs of small businesses to get them through these challenging times:

<https://disasterloan.sba.gov/ela/>

This is from the Employment Development Department and how they can help employees whose hours and wages have been reduced as a result of the pandemic:

[https://www.edd.ca.gov/unemployment/Work\\_Sharing\\_Program.htm](https://www.edd.ca.gov/unemployment/Work_Sharing_Program.htm)

This is from the State of California Small Business Finance Center's website page with local resources that may be helpful:

<https://www.ibank.ca.gov/small-business-finance-center/>

We know these are extremely trying times, and we want very much to do what we can to help you. We will consider a short-term, temporary rent reduction if you will provide the following documentation:

1. Profit & Loss statements and balance sheets for 2019 and 2020 to-date.
2. Most recently filed income tax return.
3. The last 3 months of bank statements.
4. Cash flow projection for the next three months, and details of the changes compared to the previous three months.
5. Detailed explanation of how your cash flow has been directly impacted by the COVID-19 pandemic, such as canceled contracts or reduced sales.
6. Steps you have taken to reduce costs and maintain income, such as salary reductions, temporary layoffs, or reduced product orders.
7. If you have reached out to local, state, and/or Federal agencies for relief, i.e. small business loan guarantees, etc., please let us know the status of your efforts.

Anything you can do to support your relief request will be greatly appreciated.

It's important we all do our due diligence and research, apply for, and utilize our available resources.

Sincerely,