



**The deadline to apply for any of the programs for Fiscal Year 2024-2025 is June 26, 2025.**

## **HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY TENANT LEASE SURETY/ TENANT LEASE SUBSIDY PROGRAM**

### **About the Program**

The Tenant Lease Surety (TLS) program provides rent subsidies of up to thirty-five percent (35%) of a business's monthly rent for up to twelve (12) months anytime during the first 18 months of operation, during a multi-year lease term.

The goal of the program is to accelerate the attraction of trendy businesses and reduce the vacancy of commercial space in the Hallandale Beach Community Redevelopment Agency (HBCRA), with an emphasis on energizing ground-floor space and creating job opportunities in the HBCRA. An additional objective is to reduce the risk of developing/constructing speculative commercial space in the HBCRA.

Funding is budgeted on an annual basis and awarded on a first-come, first-served basis. All applicants are subject to the approval of the HBCRA Board, and an application is not a guarantee of funding.

**Eligible Area:** The property must be located within the HBCRA Priority Area known as District 8. The boundaries of District 8 are as follows:

- NE 1<sup>st</sup> Avenue from Hallandale Beach Blvd to NE 5<sup>th</sup> Street.
- NE 3<sup>rd</sup> Street from Federal Highway to NE 1<sup>st</sup> Avenue.

**Eligible Applicants:** The property owner (Owner) and the tenant must be joint applicants, each with different obligations to the HBCRA as follows:

- Owner: Provides low-risk lease terms and rates appropriate to the location of the Property during the term of the agreement.
- Tenant: Provides reasonable assurance to the Agency, by means acceptable to the Agency at its sole discretion, that it can and will meet the obligations of its lease.
- The Lease agreement must be for a term of at least two (2) years.
- Subsidies will not be paid during renovations or construction phases during which businesses are not in operation.
- Payments will be mailed directly to the landlord monthly unless otherwise specified by the HBCRA Board of Commissioners. A maximum of twelve (12) consecutive monthly payments may be made.

**Eligible Properties:** All commercial or mixed-use (containing retail/commercial space) buildings in the designated Priority Area with proposed leases for new office and/or qualified retail (see below for a list of qualified retail) uses permitted by applicable land use codes or approved conditional uses. The Agency, at its sole discretion, may change the list of Qualified Retail from time to time.

Qualified Retail includes:

- Restaurant/food service - family-oriented restaurant, ice cream shop, coffee shop, micro-brewery.
- Merchandise retail - clothing store, florist, general merchandise store.
- Destination retail.
- Small theatre (movies and live performances).
- High-tech companies or co-working spaces.
- Performing/creative arts – gallery, studio, arts-oriented business; and
- Other uses as approved.

**Eligible Project Costs:** This is not a cost-based program.

**Basis/Limits of Benefits:** TLS is the HBCRA's guarantee of Thirty-Five (35%) percent of a qualified tenant's financial obligation under a proposed lease for up to twelve (12) months. TLS is a grant subsidy that funds the gap between market rate rent and the specific tenant's capability.

**Lease Terms:** If the Applicant is a tenant, it must have a proposed or executed multi-year lease with a minimum of two years remaining on the lease. The commercial lease must define the landlord-tenant relationship and, at a minimum, provide the following information:

- a. A description of the space being rented, including square footage and a drawing of the space.
- b. Description of utilities that the tenant's responsibility.
- c. Rental rate and deposits along with terms of lease and methodology for future rent increases.
- d. Responsible party for interior and exterior repairs and/or improvements.
- e. Insurance requirements.
- f. Ability to terminate; and,
- g. Consequences of default on the lease.

Proposed leases must be executed within 30 days of HBCRA Board approval, or the grant award is terminated.

### **Automatic Disqualifications**

- a. It is determined that the application does not meet the spirit, intent, and/or legal requirements for the grant.
- b. A prior grant awarded to the applicant was rescinded.
- c. Applicant is currently a party in litigation against the HBCRA and/or City or has threatened litigation against the HBCRA and/or City.
- d. Any work done prior to the HBCRA Board approval does not qualify.
- e. Religious organizations or sites being utilized for religious purposes (unless the funding will not have as its primary effect the advancing or inhibiting of religion); and other tax-exempt non-profit organizations will not be considered for funding.
- f. Applicant has previously defaulted on any prior grant agreement or other agreement with the HBCRA and/or City.



- g. If a property has already received funding in previous years, the Applicant may not reapply for the Program, or any other grant program administered by the HBCRA for a period of 5 years unless approved on a case-by-case basis by the HBCRA Board if recommended by staff.
- h. Properties “for sale” or listed on the MLS at the time of application are not eligible.
- i. For properties that are sold, transferred, or have a change of use within twenty-four months of receiving grant funding, the Applicant must repay the full amount of the program grant. A Declaration of Restrictive Covenants shall be recorded by the HBCRA against the property in order to secure the HBCRA's right of repayment.

## Step 1: Application Process

- a. Schedule an appointment with HBCRA Staff to discuss a potential project and make sure it meets Program intent. Please call (954)457-2228.
- b. Completed applications are to be submitted in person only, applications will not be accepted via email or mail. A check for \$250.00 shall be provided with the completed application and made payable to the City of Hallandale Beach Community Redevelopment Agency. Incomplete applications will not be considered for funding until a complete application and all supporting documents are received by the HBCRA. **Applications must be signed by the owner of the property of record; tenants and/or other occupants are ineligible to participate in the Program and are prohibited from filing an application on behalf of an owner unless otherwise authorized, in writing, by the property owner.**
- c. Applicants must submit an original, “hard copy,” and electronic copy application with all back-up materials to the HBCRA for review and subsequent approval by the HBCRA Board. Applications will be considered on a first-come, first-serve basis.
- d. Application to this program is not a guarantee of funding. Funding is at the sole discretion of the HBCRA Board
- e. HBCRA will complete the application review within 30 business days of receipt and notify Applicants of any additional information required to assess the eligibility of the applicant.
- f. Upon determination of completeness and eligibility, HBCRA Staff will place the Application on the next available HBCRA Board agenda for consideration. The HBCRA Board meets monthly on the 3<sup>rd</sup> Monday of the month in City Commission Chambers.
- g. The HBCRA recommends that Applicants attend the HBCRA Board meeting, during which the Board will consider their application to answer any questions the HBCRA Board may have regarding their applications. HBCRA staff will notify the Applicant of the Board approval or denial in writing.
- h. Applicants not approved may apply again with modifications.
- i. A fully executed and accepted Program Agreement between the HBCRA and the Applicant, together with the Declaration of Restrictive Covenants, shall be executed within 30 days of HBCRA Board approval and shall serve as a Notice to Proceed.
- j. The project must be completed within six months of the Program Agreement execution.
- k. Should project delays arise, it is at the discretion of the HBCRA Executive Director to grant no more than one six-month extension to the Agreement prior to its expiration. Extensions will not be considered once the Agreement has expired.



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**PLEASE READ THE FOLLOWING PRIOR TO APPLICATION SUBMITTAL**

- The application must include **all** the following items: Photographs of the current condition of site and structures; architectural renderings of proposed improvements in color; a detailed outline of all proposed improvements with a cost estimate, and a Flash drive or other electronic device containing copies of all required documents. If any components of the project pertain to paving, fencing, landscaping, etc., a survey showing the location of work shall also be required.
- Owners of properties that are for sale may not apply for grant funding. Properties sold within twenty-four months of receiving grant funding **must repay the full loan amount**.
- After approval by the HBCRA Board, the HBCRA will provide the Applicant with an approved Agreement and legal documents for signature. The property owner shall not begin construction (funds cannot be applied retroactively for work previously completed) until the Agreement and Declaration of Restrictive Covenants is signed by all parties and the Declaration has been recorded in Broward County public records. Improvements completed prior to approval by the HBCRA Board will not be eligible for reimbursement.
- If deemed necessary, the HBCRA reserves the right to have the application and its contents evaluated and analyzed by an outside third party, including but not limited to the proposed business plan, partnership/ownership information with equity positions, mortgage on the property, lease agreements, letter of Intent from lending institution and any other documents provided by the Applicant.
- If your site plan or application request includes landscaping, the landscaping must consist of species and varieties of native plants that are drought tolerant, require little irrigation, and withstand the environmental conditions of Hallandale Beach. Irrigation systems must prevent overspray and water waste, and it is recommended a drip irrigation system be installed.
- Property to be improved must not have any delinquent ad valorem taxes, be free of all municipal and county liens, judgments, and encumbrances of any kind. This provision can be waived by the HBCRA Board if development plans for the property meet the goals and objectives as set forth by the HBCRA. Upon grant approval, the property must remain free of all municipal and county liens, judgments, or encumbrances of any kind under the terms of the agreement.

**SUBMISSION OF AN APPLICATION IS NOT A GUARANTEE OF FUNDING**

It is the responsibility of the Applicant to READ AND UNDERSTAND all aspects of the Program's Rules/Requirements and Application. NOTICE TO THIRD PARTIES: The loan application does not create any rights for any parties, including parties that performed work on the project. Nor shall the issuance of any funds result in any obligation on the part of the HBCRA to any third party. The HBCRA is not required to verify that entities that have contracted with the Applicant have been paid in full or that such entities have been paid any subcontractors in full. Applicant's warranty that all bills related to the Project for which is the Applicant is directly responsible is sufficient assurance for the HBCRA to award grant funding.

I have read completely and understand the program requirements, including the application guidelines and the program reimbursement process.

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Initial \_\_\_\_\_



**BUSINESS**

**HALLANDALE BEACH COMMUNITY REDEVELOPMENT AGENCY  
TENANT LEASE SURETY/TENANT RENT SUBSIDY**

Date of Application \_\_\_\_\_

Property Address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

Email: \_\_\_\_\_

4. Does the Applicant own property?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

5. Indicate the owning entity of the property (i.e., name on property title)

\_\_\_\_\_

6. Brief Description of Lease Term:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Total Rent Cost \_\_\_\_\_ Total Funding Request \_\_\_\_\_

Authorized Representative (Property Owner or Agent):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

*\*If application is signed by authorized agent, please provide proof through a notarized letter, articles of incorporation or some other form acceptable to HBCRA legal counsel.*

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## TENANT LEASE SURETY/TENANT RENT SUBSIDY INCENTIVE PROGRAM CHECKLIST

- One (1) hard copy and one (1) electronic copy of the completed application with a check for \$250.00 made payable to the City of Hallandale Beach CRA.
- A copy of the signed tenant's lease agreement.
- A one-page summary of the business plan/marketing plan.
- Applicant acknowledges that the property being leased does not have any delinquent ad valorem taxes and is free of all municipal and county liens, judgments and encumbrances of any kind.
- Applicant acknowledges that properties that are sold within twenty-four months of receiving grant funding must repay the full amount of the grant and that a **lien** shall be recorded by the HBCRA against the property to secure the right of repayment.
- Signed Program Agreement signed by the tenant.
- Copy Authorized Agent letter (or other documentation) if the Applicant is not the owner
- Copy of Business Tax Receipt
- Copy of property insurance for business or building.
- Copy of Entity's Sunbiz.

REVISED DEC 2024

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