



April 10, 2020

All City of Monterey Commercial Tenants:

The City of Monterey recognizes the hardships that are occurring with its commercial tenants due to the COVID-19 pandemic that has resulted in State and County Stay-at-Home orders, with all but essential businesses closed. These are challenging times and the City is committed to contributing to a balanced solution for its tenants through a rent deferral program.

On April 7, 2020, the City Council adopted Resolution No. 20-045 creating an optional rent deferral program for commercial tenants that lease space from the City. A copy of the resolution is attached.

For those tenants that find it necessary to defer rental payments due in April and/or May, the following option is available:

April	Defer (no payment due). This applies to Master Lease holders and to its sublessee(s).
May	Defer (no payment due). This applies to Master Lease holders and to its sublessee(s).
June	Rent pursuant to lease.
July	Rent pursuant to lease.
August	Rent pursuant to lease.
September	Rent pursuant to lease.
October	1.5 times minimum rent and CAM pursuant to lease.
November	1.5 times minimum rent and CAM pursuant to lease.
December	1.5 times minimum rent and CAM pursuant to lease.
January	1.5 times minimum rent and CAM pursuant to lease.
February	Rent pursuant to lease.

The City requests that if you are able to pay rent, please do. The City continues to be operational and rental income is an important revenue source that supports many different City services. Until further notice, in-person payments will not be accepted. Payments can be mailed to the City of Monterey, Revenue Division, 735 Pacific Street, Suite A, Monterey, CA 93940 or can be made by phone by calling (831) 646-3944.

In order for the City to effectively manage the program, please indicate on the following page if you want to opt-in or opt-out of this program.

City of Monterey Optional Rent Deferral Program

I, _____, of _____,
(Print Name) (Print Lessee Name)

lessee under a lease for property located at _____,
(Address of Leased Premises)

(Check one)

do

do not

elect to participate in the City of Monterey Optional Rent Deferral Program, as outlined below

April	Defer (no payment due). This applies to Master Lease holders and to its sublessee(s).
May	Defer (no payment due). This applies to Master Lease holders and to its sublessee(s).
June	Rent pursuant to lease.
July	Rent pursuant to lease.
August	Rent pursuant to lease.
September	Rent pursuant to lease.
October	1.5 times minimum rent and CAM pursuant to lease.
November	1.5 times minimum rent and CAM pursuant to lease.
December	1.5 times minimum rent and CAM pursuant to lease.
January	1.5 times minimum rent and CAM pursuant to lease.
February	Rent pursuant to lease.

Please return this form via email to pm@monterey.org no later than Friday, April 17, 2020. Questions may be directed to the City's Property Manager, Janna Aldrete, at (831) 646-1743 or aldrete@monterey.org.

A copy of this form may be found at monterey.org/propertymanagement. Additional business resources are available at monterey.org/coronavirus/Economic-Resources. In addition, all City of Monterey COVID-19 information may be found at monterey.org/coronavirus.