



## ***KDC Rent Match Program Submission Checklist***

***All Items must be received at the KDC Office within 1 week (5 days) of lease signing.***

- Copy of the rental agreement with this incentive included:
  - 1 - Year lease: Landlord forgives 1 month rent, KDC pays landlord 1 month rent (tenant receives 2 months free rent)
  - 3 - Year lease: Landlord forgives 2 months' rent, KDC pays landlord up to 2 months' (tenant receives 4 months free rent)
  
- A copy of the first month rent paid by tenant when available and per lease.
  
- Copy of property tax verification paid in full
  
- Completed application form
  
- Landlord must submit the application

### **Submission Details:**

Return all portions of this application and necessary attachments to:

Kankakee Development Corporation  
Attn: Peggy Mayer  
200 E. Court Street, Suite 502  
Kankakee, IL 60901

**Kankakee Development Corporation**  
**Rent Match Program - Property Owner Application**

Chris Curtis, KDC President  
Peggy Mayer, KDC Executive Director

The KDC Rent Match Program is an incentive to aid building owners encouraging new business to lease properties in the KDC district. The program matches free rent incentives offered by property owners to new tenant/lessee opening new locations or relocating from outside the KDC district. All portions of this application as well as attachments need to be completed in order to be considered for this program. (See page 2 for complete program details and limitations)

Date lease signed: \_\_\_\_\_

Date application received: \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Landlord Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I. General**

Property Owner/Lessor: \_\_\_\_\_

Tenant/Lessee: \_\_\_\_\_

Property Address: \_\_\_\_\_  
*(Property needs to be in the downtown Special Service Area to be included in the program)*

Monthly Rent: \$ \_\_\_\_\_

Number of months free rent offered by the property owner: \_\_\_\_\_ (1 or 2)

Number of months of rent being requested to be paid by KDC: \_\_\_\_\_ (1 or 2)  
*(KDC matches property owner offers of free rent up to 2 months' rent or \$5,000 per year whichever is less. This will allow the tenant's rent-free period to be either 2 or 4 months.)*

Amount requested from KDC to match free rent offer: \$ \_\_\_\_\_

## II. Verification

### Tax Verification

Attach proof of paid real estate taxes on subject property.

### Rent Verification

Please attach a signed copy of the lease with the rent amount and abatement indicated.

### Full Program Details

**Reimbursement Amount:** Up to two months' rent or \$5,000 whichever is less. This incentive is capped at \$5,000 a year per property, based on the KDC Fiscal year which runs May 1 - April 30.

**Program Limits:** KDC disbursements for the Façade, Building and Rent Match Programs for all participants are limited to \$30,000 in any KDC fiscal year.

Tenant must sign at least a one year lease for one month rent match and at least a three year lease for a two month match. Tenant must pay 1 month rent prior to KDC matching the rent. Example:

June - Tenant pays rent  
July - Landlord forgives rent  
August - KDC Pays rent  
Sept. Landlord forgives rent  
Oct. KDC pays rent

Notice of final approval to the property owner will be within 10 days following the next KDC meeting after the application is received. The KDC Board meets the second Tuesday of the month.

**Questions:** For questions concerning this program or process contact Peggy Mayer at 312-501-0609 or e-mail [pjpmayer@gmail.com](mailto:pjpmayer@gmail.com)

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**Signature of Landlord**

**Date**

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**Tenant Name**

**Tenant Phone**

**Tenant Email**

**\*This program is subject to change.**