



LA County Small Business Rent Relief (SBRR) Required Application Documents

- Copy of fully executed rental or lease agreement between landlord and Qualified Small Business Tenant (QSBT).
- Current invoice or rent statement showing unpaid rent owed from March 4, 2020 to present. Invoice or rent statement must show for which months commencing March 4, 2020 to the present are unpaid and due to landlord.
- Copy of Notice to Landlord of Inability to Pay Rent Due to COVID-19 which can be found at: <https://dcba.lacounty.gov/wp-content/uploads/2020/04/Self-Certification-4.21.20.pdf>
- Valid business license reflecting a business address located within the unincorporated areas of Los Angeles County. If a current license is not available, an expired business license with proof of renewal payment made will be acceptable.
- Signed IRS and State Business Tax Returns (all pages) for 2020 (1120, 1120S, 1065 or 1040 with Schedule C)
- IRS Form 941 for Quarter 3 of 2021
- Government-issued photo identification for QSBT principals with 20% or more ownership interest.
- Organizational documents of the QSBT are required as follows:
 - Sole proprietor: Fictitious name filing, if applicable.
 - Corporations: Filed State of California Secretary of State Statement of Information (SOI) showing all officers. Provide copies of all filed amendments to the SOI. Two officers will be required to sign the Grant Agreement.
 - Limited Liability Companies (LLC): Secretary of State Statement of Information (Limited Liability Company) forms LLC-1 and LLC-12, and LLC-2, if applicable, and Operating Agreement.
 - Trusts: Provide a copy of signed and notarized Trust Certification.
 - Partnerships: Provide a copy of the signed Partnership Agreement.
 - Non-profits: Provide a copy of your IRS exemption letter."