



**Manor Economic Development
Rental Assistance Program Incentive**

Application for Assistance

PURPOSE

This form provides basic information used by Manor Economic Development Department in determining the eligibility of a new small business or existing small business for acquiring rental assistance from the City of Manor. All assistance is based on City Council approval of the annual fiscal year budget. All assistance is available throughout the year on a first come, first serve basis until total funds are depleted and at that time no more applications will be accepted.

APPLICANT

Name of Applicant: Stephen Miller State Farm

Location of Business: 310 W Murray St Ste 100 Manor, TX 78653

Description of Business: State Farm Insurance Agency providing insurance & financial services products

Phone: [REDACTED] Mobile: [REDACTED]

Fax Number: N/A

Email of Applicant: [REDACTED]

Permanent Mailing Address of Applicant: 2401 Sorin St Unit 1117S Austin, TX 78723

Federal Tax ID Number: [REDACTED]

Applicant's Business Background: I worked 5 years as an insurance agent in Baton Rouge, LA under a State Farm agent. I am a first-time business & agency owner.

Applicants are required to submit (1) a completed application form, (2) a copy of an executed lease between the Applicant and the property owner, (3) a business plan and a proposed budget, (5) financial documents (business or personal tax returns for 2 years, etc.), and (6) a business marketing plan. Complete application packets must be submitted to the Economic Development Director by the end of the month to be considered at the City of Manor City Council meeting held the 3rd Wednesday of the following month.

Rental Assistance applied for: \$7,499

Number of Months: 12 Months

LEASE INFORMATION

Location of Leased Space: 310 W Murray St Ste 100 Manor, TX 78653

Lease Start Date: 11/01/2024 Lease Expiration Date: 11/30/2027

Monthly Rent: \$4,500 Utilities Included in Rent (Y/N): Y

Square Feet Leased: 1,500

PROPERTY OWNER INFORMATION

Name of Property Owner: Carilu Castelan

Address of Property Owner: 310 W Murray St Manor, TX 78653

Mailing Address (if different) : _____

City: Manor State: TX Zip Code: 78653

Telephone Number: [REDACTED] Mobile Number: [REDACTED]

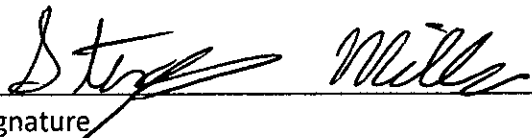
Email Address: [REDACTED]

Does any owner or officer of the business leasing the space have a business or family relationship to the property being leased? No

If yes, explain: _____

TERMINATION OF RENTAL ASSISTANCE – Rental Assistance will be terminated if approved applicant has not paid all City fees and does not have a Certificate of Occupancy.

I have read and understand the guidelines for this Program. I understand that an application for funding is not a guarantee of funding and disbursement of funds will be made in compliance with the terms of the program. I understand that approval or disapproval by the City of Manor and City Council for is at their discretion. Further, I affirm that the information I have provided is true and accurate.


Signature

09/30/2024
Date

**Address questions to Scott Jones, Economic Development Director, City of Manor
Contact information: Phone - 512-364-2747, Email – sjones@manortx.gov**

For Internal Purposes:

Applicant #: _____ Approved on: _____ Declined on: _____