



**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:

Gregoria Garcia (A & G insurance Agency)

Location of Business:

13700 Farm to Market Road 973 Unit B 204 Manor, TX 78653

Description of Business:

Family- owned insurance brokerage

Phone:

Mobile:

Fax Number:

Email of Applicant:

Permanent Mailing Address of Applicant: 17204 N FM 973 Manor, TX 78653

Federal Tax ID Number: ██████████

Applicant's Business Background: I have over 15 years of experience in the insurance industry.
Since 2016, I have owned and operated my own agency, which began in Austin.

In 2024, I expanded by opening a second location in Manor.

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: _____ Number of Months 12

LEASE INFORMATION

Location of Leased Space: 13700 Farm to Market Road 973 Unit B 204 Manor, TX 78653

Lease Start Date: July 1, 2024 Lease Expiration Date: June 30, 2029

Monthly Rent: \$2,600 Utilities Included in Rent (Y/N): No

Square Feet Leased: 900 sq ft.

PROPERTY OWNER INFORMATION

Name of Property Owner: Peter A. Dwyer, Dwyer Realty Co

Address of Property Owner: 9900 HWY 290 East Manor, Texas 78653

Mailing Address (if different) : _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Mobile Number: _____

Email Address: _____

Does any owner or officer of the business leasing the space have a business or family relationship to the property being leased? ____ Yes ☒ 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

01 / 24 / 2025

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: _____