



## NEW BUSINESS RENTAL INCENTIVE PROGRAM

### PART A –BUSINESS OWNER APPLICATION

The New Business Rental Incentive Program seeks to reduce area vacancies and facilitate the establishment of new businesses in previously underutilized areas of the City. The intent of the program is to facilitate business growth and expansion by assisting businesses in leasing space. All grant award decisions of the Tomball Economic Development Corporation (TEDC) Board of Directors are discretionary and final. Through the Program, the TEDC will provide up to 25% of the base monthly rent for the first year of operation only, not to exceed \$10,000 per business.

#### **Business Owner Applicant Information**

Name of Business: LeMaster Law Firm, PLLC

Current Business Physical Address: 8777 West Rayford Rd., Suite 200

City, State & Zip The Woodlands, TX 77389

Mailing Address: Same

City, State & Zip Same

Business Phone: 7135685381

Business Website: www.lemasterlawfirm.com

Business Owner Name: Jennifer LeMaster

Applicant's Name (if different): \_\_\_\_\_

Position /Title: Owner / Lawyer

Phone and Email: 832.457.7653 jennifer@lemasterlawfirm.com

Nature of Business: Law Firm

NAICS Code: \_\_\_\_\_

Legal Form of Business:

- ☐ Sole Proprietor
- ☐ Partnership Number of Partners \_\_\_\_\_
- ☐ Corporation
- ☒ Limited Liability Corp
- ☐ Other \_\_\_\_\_

Business Start/Opening Date 2017

Days and Hours of Operation

Days Open: M-F

Hours Open: 8-5 pm

## Employees

Full Time Employees (40 hours per week): 5

Part Time Employees (less than 40 hours per week): 3

Does the Business Owner Have any Relationship to the Property Owner/Landlord?

No ☒ Yes ☐ (please explain)

I am the sole business owner (law firm owner and practicing lawyer) My husband and I own the property jointly.

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## Moving and Space Improvement Cost and Funding Information

### Investment Data

Tenant Space Improvement (finish)	\$ <u>20,000</u>
Landlord Space Improvement (finish)	\$ <u>0</u>
Equipment and Display	\$ <u>20,000</u>
Product Stock (for Opening)	\$ <u>0</u>
Marketing (First Year)	\$ <u>24,000</u>

### Sources of Funding for Move/Expansion

Funds invested by owner	\$ <u>94,000</u>
Funds from other sources*	\$ <u>0.00</u>
Total estimated cost to move/expand	\$ <u>64,000</u>

\* Source of Funding and Amounts n/a

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## New Lease Property Information

Address of space to be leased: 203 Raymond Street, Tomball

Total amount of square feet to be leased and occupied: 1918

Term of lease (minimum 3 years): 5 years

Gross rental rate \$ 3500 per month \$ 1.82 per s.f.

Additional lease terms and other monthly charges: plus cam

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Indicate any rate increases: 3% escalation

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**FINANCIAL NEED DEMONSTRATION:** Acceptance into the Rental Incentive Program requires an acceptable explanation of financial need. Use the lines below to explain why and how the rent subsidy is an important factor in opening your business.

The rent subsidy is important to my business. I have slowly grown my business over the last eight years. I started entirely as work from home. I then became a virtual tenant. I grew to a double office suite at my current location. I have now outgrown that space. A leap to space of the size of 203 Raymond will more than triple my budget for office space. Acceptance into the Rental Incentive Program will greatly assist in absorbing these new costs.

Explain how your business will benefit and enhance the area in which you are locating and how your business will complement other businesses within the area:

I believe my professional business (a law office) will enhance the area in which it is specifically located, while also honoring the mixed use, residential / commercial roots of the area. Nearby are other law offices and medical practices, which prove to be good neighbors in the mixed use setting as they do not operate late at night or early in the morning. My office will also not typically have unexpected visitors as we are appointment only. I expect minimal impact of traffic on the street. However, I will bring employees and scheduled clients to the Tomball area and look very forward to supporting other local businesses, shops, and restaurants.

## Certification

By signing below, the Business Owner of record (applicant) understands and agrees to the following:

1. All information contained in this application, the attached exhibits and other materials submitted in connection with this application are true and accurate to the best of the business owner's knowledge. Business owner understands and agrees that false or untruthful information may be grounds for the TEDC to stop processing this application or to withdraw any approval previously obtained based in whole or in part on such false or untruthful statements.
2. The TEDC is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.
3. All tax obligations to the City of Tomball are current.
4. The business is currently in good standing with the City, and has no pending municipal code violations.
5. The business is not currently occupying the space with or without a lease in place.
6. The APPLICANT hereby certifies that the APPLICANT does not and will not knowingly employ an undocumented worker. An "undocumented worker" shall mean an individual who, at the time of employment, is not (a) lawfully admitted for permanent residence to the United States; or (b) authorized under the law to be employed in that manner in the United States. APPLICANT understands and agrees that if, after receiving a Grant, APPLICANT is convicted of a violation under 8 U.S.C. Section 1324a(f), the APPLICANT shall be required to reimburse to the TEDC the grant amount received. Payments must be paid in full within thirty (30) days after the date of written notification by the TEDC. The form of such payment shall be a cashier's check or money order, made payable to the Tomball Economic Development Corporation. The TEDC has the right to recover court costs and reasonable attorney's fees as a result of any civil action required to recover such repayment.

**Jennifer LeMaster**

Printed Name of Principal Owner

Signature

**8/9/25**

Date

**Please submit the completed application along with a copy of the Proposed Lease Agreement to:**

Kelly Violette

Tomball Economic Development Corporation

29201 Quinn Road, Suite B

Tomball, TX 77375

**For further questions about the Program, please contact Kelly Violette, Executive Director, at 281.401.4086 or [kviolette@tomballtxedc.org](mailto:kviolette@tomballtxedc.org).**



## NEW BUSINESS RENTAL INCENTIVE PROGRAM

### PART B – PROPERTY OWNER/LANDLORD APPLICATION

**Complete all items carefully and accurately to the best of your knowledge and return with a copy of Proof of Ownership to:**

Kelly Violette  
Tomball Economic Development Corporation  
29201 Quinn Road, Suite B  
Tomball, TX 77375

Property Address: 203 Raymond Street, Tomball, TX 77375

Property Owner of Record: Raymond Street Professional Suites, LLC

Mailing Address: 6906 Pennwell Dr.

City, State & Zip Spring, TX 77389

Phone: 8325287552 Email: jenniferlemasterbolz@gmail.com

Name(s) of Authorized Signatories: Jennifer LeMaster, Scott Bolz

Name of Management Company: same

Name of Representative/Contact Person: \_\_\_\_\_

Management Company Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

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

Name of proposed business at site:

LeMaster Law Firm, PLLC

Name of business owner:

Jennifer LeMaster, sole owner

DOES THE BUSINESS OWNER OR THE BUSINESS HAVE ANY RELATIONSHIP TO THE  
PROPERTY OWNER/LANDLORD? NO ☐ YES ☒ Please explain

Jennifer LeMaster is the sole business owner (law firm owner and practicing lawyer). Jennifer LeMaster and Scott Bolz jointly own the subject property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SITE & LEASE INFORMATION

Total amount of square feet to be leased and occupied by business: 1918

Term of lease: 5 years

Gross rental rate \$ 3500 per month \$ 1.82 per s.f.

Additional lease terms and other monthly charges: plus cam

Indicate any rate increases: 3% escalation

Is the subject space currently vacant? Yes ☒ No ☐

If yes, how long has the space been vacant? 4 months

Name of previous tenant: Air BnB Operation

Previous Rental Rate: \$ approx \$125 nightly rental Per Month \$                      Per Square Foot

## CERTIFICATIONS

### Are all real estate and personal property taxes due the City of Tomball paid in full?

Subject Property: YES ☒ NO ☐ (Please explain on supplemental sheet)

Other Properties: YES ☐ NO ☐ N/A ☒

### Are all City of Tomball water and sewer bills due paid in full?

Subject Property: YES ☒ NO ☐ (Please explain on supplemental sheet)

Other Properties: YES ☐ NO ☐ N/A ☒

### Have you been cited for any existing zoning, building or property maintenance code violations that remain uncorrected?

Subject Property: YES ☐ NO ☒ (Please explain on supplemental sheet)

Other Properties: YES ☐ NO ☐ N/A ☒

### Are you involved in any litigation with the City of Tomball?

☐ YES (Please explain on supplemental sheet)

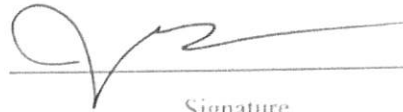
☒ NO

By signing below, the Landlord/Property Owner of record understands and agrees to the following:

1. All information contained in this application, the attached exhibits and other materials submitted in connection with this application are true and accurate to the best of the land owner's knowledge. Landowner understands and agrees that false or untruthful information may be grounds for the TEDC to stop processing this application or to withdraw any approval previously obtained based in whole or in part on such false or untruthful statements.
2. The TEDC is under no obligation to approve the request contained in the application. No promises of approval are conveyed with the acceptance of this application.
3. All tax obligations to the City of Tomball are current.
4. The property is currently in good standing with the City, and has no pending municipal code violations.
5. The business is not currently occupying the space with or without a lease in place.

Jennifer LeMaster

Printed Name of Property Owner/Landlord



Signature

8.13.25

Date