ABBELL CREDIT CORPORATION

CORPORATE OFFICES:

30 NORTH LASALLE STREET

SUITE 2120

CHICAGO, ILLINOIS 60602

TEL. (312) 341-9000

FAX (312) 341-9012

Dear Tenant,

We join you in working through this unprecedented and difficult time. We are sending you this letter in response to your request for rental assistance. Please provide us with the information below so that we can consider your request. We will review your application as soon as possible and get you a response. Please understand that while we want to help everyone, we also have financial responsibilities that we must satisfy without any corresponding delay.

Business Name:

Name of person completing package:

Mobile #:

Email address:

**IMPORTANT - PLEASE NOTE:**

WHEN APPLYING FOR RENT RELIEF, TENANT MUST NOT BE IN DEFAULT.

ALL AGREEMENTS MUST BE IN WRITING AND SIGNED BY BOTH PARTIES AS AN AMENDMENT TO THE LEASE.

1. Do you have business interruption insurance in place? Most leases require this coverage.
2. If you do, have you spoken to your agent about your coverage?
3. Have you closed your business?
4. If yes, date you closed:
5. If you have closed or reduced your hours, was it due to government order? Please describe:

1. If you are still open, have your sales decreased? If yes, by how much (%)?
2. Have you applied for other assistance? If yes, which one(s)? i.e. SBA, Facebook Grant Program (see below), etc.

<https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>

<https://www.facebook.com/business/boost/grants>

1. What specific assistance are you requesting?

1. What will you do with this assistance?

1. What are the plans for your business?

In addition to the above information, please include:

* Monthly sales for the last twelve (12) months and four (4) weeks leading up to your request;
* Business financial statements (prior year and YTD); and
* Three (3) months bank statements for business.

Please contact us with any questions.

 Best Regards.

 Elizabeth I. Holland

 Chief Executive Officer