



# Landlord Property Improvement Grant Program

The purpose of the Moberly Depot District Landlord Property Improvement Grant Program is to assist property owners with improvements to real property within the Downtown Moberly Community Improvement District. Priority focus will be on properties identified for commercial lease to business ventures whether for profit or non-profit. Funds for this program are provided by the Moberly Downtown Community Improvement District.

The following objectives, guidelines, and requirements govern the Landlord Property Improvement Grant Program. Moberly Area Economic Development Corporation (MAEDC) will be responsible for accepting, reviewing, and approving applications submitted by downtown property owners.

## **Objectives:**

1. Promote greater investment in Downtown Moberly.
2. Promote interior upgrades to commercially leased buildings.
3. Promote and incentivize higher quality and more affordable commercial lease space.
4. Encourage the use of local contractors.

## **Guidelines & Requirements:**

- To be considered, an application must be received before construction work begins unless extenuating circumstances (i.e., new ownership of a property) are approved by MAEDC.
- Preference will be given to projects that promote program objectives.
- Acceptable projects include but are not limited to interior upgrades such as painting, wall and ceiling improvements, flooring, lighting fixtures, etc.
- The property owner would be required to invest in interior upgrades an amount equivalent to six months of the standard property lease rate or a minimum of \$3,000, whichever is larger, and would subsequently qualify for 50 percent grant reimbursement of the investment up to a maximum \$5,000 grant.
- The grant would be reimbursed in a lump sum to the property owner after the project is complete, required reimbursement paperwork submitted, and an executed leasing contract in place and provided to MAEDC.
- A property owner/manager may apply for both the Landlord Improvement Grant and one large OR one small Private Property Improvement Grant per property in a given City of Moberly fiscal year.
- This grant may be available per tenant changeover but no more frequently than every two years for the same property.
- There must be no landlord/tenant ownership relationship. The landlord shall have zero percent stake/interest in the tenant business and the building is to be used exclusively by the tenant (e.g., an individual would not be allowed to personally own a building and then lease it to their limited liability corporation and qualify for the grant).
- A summary of the proposed renovation/rehabilitation project must be submitted with the application.



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- Applicants must adhere to applicable Moberly ordinances and code enforcement requirements set forth by the city.
- Applicants must be current on all Randolph County real property tax payments for properties owned within the Downtown Moberly Community Improvement District to qualify for project reimbursement.
- Approved applications must be in good standing with the City of Moberly utility billing.
- After the application is approved and before reimbursement can be made, documentation of the paid project expenses must be provided in the form of paid invoices and copies of checks rendered for payment (front & back) or credit card receipts and credit card statements showing payments made.
- Contractors must provide waiver of liens for all work completed prior to reimbursement being made.
- Applications will be scored utilizing the accompanying example scoring rubric.

**For Additional Information, Contact:**

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# Landlord Property Improvement Grant Program

PRE-PROJECT CHECKLIST	YES (v)	NO (v)
Has the project work begun without first having completed a Landlord Property Improvement grant application?	If YES, STOP. An application must be submitted prior to any project work beginning.	If NO, proceed with the application process.
Does your project adhere to applicable City of Moberly ordinances and code enforcement?		
Have you completed the application in its entirety and had it notarized?		
Have you provided itemized cost estimates of all materials, supplies, and labor costs of the project? (Attach to application)		
Have you provided project plans, specifications, sketch, scaled drawing, or other information sufficient to accurately describe the proposed work? (Attach to application)		
Have you provided current photographs of the interior clearly showing the existing conditions of the proposed area of improvement? (Attach to application)		
Does your project meet all objectives, requirements, and guidelines associated with the Landlord Property Improvement Grant?		
If the applicant isn't the building owner, do you, by the owner's signature, have the building owner's permission to proceed with the project?		



## Landlord Property Improvement Grant Program

POST-PROJECT CHECKLIST TO QUALIFY FOR GRANT FUNDS	YES (v)	NO (v)
Are you current on all Randolph County real property tax payments for properties owned within the Downtown Moberly Community Improvement District?		
Are you in good standing with the City of Moberly utility billing?		
Have all contractors provided you waiver of liens for all work completed?		
Have you provided MAEDC with post-completion pictures of the interior area improved per this project?		
Have you provided MAEDC with documentation of the paid project expenses in the form of paid invoices and copies of checks rendered for payment (front & back) or credit card receipts and credit card statements showing payments made?		

**All projects are subject to final approval by the Downtown Moberly Community Improvement District Board.**



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## GRANT APPLICATION

Date	
Applicant Name/Title	
Project Address	
Property is Owned by: Name of Individual/s or Entity as Shown on Randolph County Assessor's Tax Card	
Current Standard Monthly Lease Rate	
Anticipated Monthly Lease Rate Upon Completion of this Project	
Project Description	
Applicant Address	
Applicant Phone Number	
Applicant Email	

### COMPLETE IF APPLICANT IS NOT THE BUILDING OWNER

Building Owner	
Building Owner Address	
Building Owner Phone Number	
Building Owner Email	



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## ATTACHMENTS REQUIRED (incomplete applications will be returned to the applicant):

1. Provide itemized cost estimate of all materials, supplies, and labor costs of the project (Attach to application).
2. Provide project plans, specifications, sketch, scaled drawing, or other information sufficient to accurately describe the proposed work (Attach to application).
3. Provide current photograph of building interior clearly showing the existing conditions of the proposed area of improvement (Attach to application).

Project Anticipated Start Date: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

I have read the guidelines of the Landlord Property Improvement Grant Program and agree to fully comply with its requirements.

Signature of Applicant/s: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_ known to be the individual(s) described in and who executed the foregoing instrument.

In testimony whereof, I have hereunto set my hand and affixed my official seal in said county and state the day and year last above written.

\_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_

## PROPERTY OWNER CONSENT (If the applicant is not the property owner):

I \_\_\_\_\_, Owner of the aforementioned property consent to the proposed work being undertaken by \_\_\_\_\_, the property manager. I further agree that the business owner/applicant is able to undertake these improvements under the terms of my rental agreement with them. I understand the requirements of the Downtown Moberly Community Improvement District's Property Improvement Incentive Program and agree to be bound by them in my capacity as building owner.

Signature of Property Owner: \_\_\_\_\_