

# Small Business Lease Assistance Program

## Eligible Areas:

Atlantic City  
Bridgeton  
Camden  
Jersey City  
Millville  
Mt. Holly  
Passaic  
Paterson  
Philipsburg  
Plainfield  
Salem  
Trenton  
Vineland

Eligibility is limited to specific areas within these cities.

Please contact NJEDA to find out if your location is eligible.

## Program Details:

The Small Business Lease Assistance Program offers a reimbursement of 15% of annual lease payments for two consecutive years of a five-year lease. Funding is restricted to for-profit businesses and non-profit organizations in eligible areas that plan to lease between 500 – 5,000 s.f. of new or additional market-rate, first-floor office, industrial or retail space for a minimum 5-year term.

## Eligibility Guidelines:

- An entity leasing more than 5,000 s.f. is eligible, but NJEDA's assistance will only reimburse the first 5,000 s.f. of space.
- Applicant or related entity operating within a facility that has received incentives through the State of New Jersey (i.e. Grow NJ or ERG) are not eligible.
- Applicant must certify that they are not in default of any other EDA financing.
- Leases signed prior to grant approval are not eligible for assistance.
- Applicant must occupy and operate in the leased space for the full year under which reimbursement is being requested.
- High Tech and Business Incubator members in Not for Profit facilities would not be eligible for independent lease incentives (operators are eligible.)
- Landlord and tenant cannot be related parties.
- Incentive payment, when combined with any other governmental grants, not to exceed 80% of annual lease payment.

## Fees:\*

- \$500 Application Fee for For-Profit Entities
- \$250 Application Fee for Not-for-Profit Entities
- Annual Administrative Fee equal to 1% of the Annual Lease Incentive

Division of Taxation Tax Clearance Certificate required. Certificates may be requested through the [State of New Jersey's Premier Business Services \(PBS\) portal online](#)

- Under the Tax & Revenue Center, select Tax Services, then select Business Incentive Tax Clearance.
- If the applicant's account is in compliance with its tax obligations and no liabilities exist, the Business Incentive Tax Clearance can be printed directly through PBS.

*continued*

## Program Representatives:

If you have any questions about the program or eligibility in your area, please first contact the representatives listed below. The appropriate city representative must also review and certify any application for completeness prior to EDA considering the application for approval.

### General Program Questions:

**Jersey City, Passaic, Paterson,  
Phillipsburg and Plainfield**

Ken Hart  
NJEDA Small Business Services  
609-858-6661  
khart@njeda.com

**Atlantic City, Bridgeton, Camden,  
Millville, Mt. Holly, Trenton, Salem  
and Vineland**

Anthony Martinez  
NJEDA Small Business Services  
609-858-6086  
amartinez@njeda.com

### City-Specific Program Questions:

City	Contact Name	Contact Number	Contact Email
Atlantic City	James M. Rutala	609-743-0354	jmrutala@comcast.net
Bridgeton	Kevin Rabago	856-451-3407 ext. 1	rabagok@cityofbridgeton.com
Camden	Joe Thomas	856-968-3531	Jothomas@ci.camden.nj.us
Jersey City	Florence Baron	201-284-9478	fbaron@jcedc.org
Millville	Don Ayres	609-675-1593	donsayres@gmail.com
Mt. Holly	Joshua Brown	(609) 845-1163	jbrown@twp.mountholly.nj.us
Passaic	Soraya Stam	973-365-5500	sstam@cityofpassaicnj.gov
Paterson	Penni Forestieri	973-321-1220	pforestieri@patersonnj.gov
Phillipsburg	Samuel Cappello	908-454-5500 ext. 439	scappello@phillipsburgnj.org
Plainfield	Jeannette Aparicio	908-753-3218	jeannette.aparicio@plainfieldnj.gov
Trenton	Eric Maywar	609-989-3529	emaywar@trentonnj.org
Salem	Chris Davenport	(856) 935-8800	chris@salemcitynj.com
Vineland	Sandra Forosisky	(856) 794-4000 ext. 4623	sforosisky@vinelandcity.org

## Application:

Please visit [www.njeda.com/LeaseAssistance](http://www.njeda.com/LeaseAssistance) to access the online application.

\*All fees are non-refundable.



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