



Main Street Acquisition Support Grant Application Checklist

Required Documents

1. A completed NJEDA online application. Please ensure application is filed in your organization’s registered legal name by checking [Business Name Search](#) for both Applicant and Real Estate Holding Company Co-Applicant, if any.

NOTE: If property was purchased through real estate holding company, the real estate holding company would be listed as co-applicant and the small business that operates from the purchased property would be the applicant.

2. HUD-1, closing disclosure, or other satisfactory settlement statement to support closing costs and closing date of the purchased property.
 - Closing date must have occurred after application was open to the public
 - Grant application date must be no later than one year from date of closing

3. Copy of deed that has been filed after closing and affidavit of title for NJ commercial property purchased

4. Copy of full appraisal for the NJ commercial property that was purchased

5. Formation Documents- must provide company formation documents that relate to the entity applying. Required for Applicant and Real Estate Holding Company Co-Applicant, if any
 - **Sole Proprietor:** provide a [Certificate of Trade Name](#) (filed with the County Clerk). The business must also be registered with the State of New Jersey. ([State of New Jersey Online Tax/Employer Registration](#))
 - **LLC:** [Certificate of Formation](#) and [Operating Agreement](#)
 - **Partnership:** [Certificate of Formation](#) and [Partnership Agreement](#)
 - **Corporation:** [Certificate of Incorporation](#) and [Bylaws](#)
 - **Not-for-profit:** [Certificate of Incorporation](#), [Bylaws](#) and [501c3 determination letter](#)
 - **Out of State:** If your business is not registered in the State of NJ and based in NJ you are ineligible for this loan. If your entity was formed out of state but operates within the State of NJ, you must file a [Certificate of Authority](#) when registering the business in NJ and provide that certificate.

6. Current NJ Tax clearance certificate for applicant and Real Estate Holding Company Co-applicant (if any). Grant Application cannot be approved until received.
 - [Directions for securing your tax clearance certificate](#)
 - Email BusinessAssistanceTC.Taxation@treas.nj.gov with issues or concerns

7. NJ WR-30, payroll reports, or equivalent documentation for the quarter preceding submission of application. Required for both applicant and Real Estate Holding Company Co-Applicant (if any)

8. Federal Tax Returns- 3 most recent consecutive years required to file (if available). Required for both applicant and Real Estate Holding Company Co-Applicant (if any).

- If non-profit last 3 years of financial statements or last 3 years 990

9. If Applicant and/or Co-Applicant Company has a "Doing Business As Name" (DBA)

- Please be prepared to provide a [Certificate of Alternate Name](#) issued by Division of Revenue and Enterprise Services. Copies can usually be found on the state business records website [Division of Revenue & Enterprise Services: Business Records Service \(njportal.com\)](#)

10. If property was purchased through a real estate holding company, provide the following applicable documents to support relationship between small business (applicant) and real estate holding company (co-applicant):

- **LLC:** [Certificate of Formation](#) and [Operating Agreement](#)
- **Corporation:** [Certificate of Incorporation](#) and [Bylaws](#)
- **Not-for-profit:** [Certificate of Incorporation](#) and [Bylaws](#)
- **Partnership:** [Certificate of Formation](#) and [Partnership Agreement](#)

NOTE: The small business (applicant) must either wholly own the real estate holding company or the ownership of both entities, and percentage of ownership, must be the same. NJEDA may request additional documentation that supports the ownership structure, ownership percentages, and the small business relationship to the real estate holding company such as ownership transfer agreements, business entity status reports, and tax return schedules.

11. [Certification Of Non-Involvement In Activities In Russia Or Belarus](#) please complete and submit with application. Required for both applicant and Real Estate Holding Company Co-Applicant (if any).

12. Program Specific Certifications- please be prepared to complete and submit with application the following certifications:

- Acknowledgment that NJEDA will be filing a deed restriction- A five-year deed restriction is required and will be filed by NJEDA. Applicant and co-applicant (if any) must consent to a 5-year deed restriction. This action will restrict property sale or transfer for 5 years.
- Certification that the small business applicant will operate from at least 1,000 sq ft of the total usable square footage of the property devoted to commercial use for the duration of the 5-year grant compliance period. (Please be advised that NJEDA will reach out to collect information from the applicant on an annual basis to ensure compliance.)
- Minimum Wage Certification- Applicant must certify that the applicant business that occupies and operates from the purchased property will pay each full-time and part-time employee, during the term of the 5-year grant compliance period, not less than \$ 15.00 per hour or 120 percent of the minimum wage fixed under subsection (a) of section 5 of P.L. 1966, c. 113 (N.J.S.A. 34:11-56a4), whichever is higher, except that the small business shall pay not less than 120 percent of the minimum wage to an employee who customarily and regularly receives gratuities or tips. (Please be advised that NJEDA will reach out to collect information from the applicant on an annual basis to ensure compliance).

