



DEPARTMENT OF FINANCE

Isiah Leggett
County Executive

Alexandre A. Espinosa
Director

MOVE Program Summary

The MOVE Program is part of the Montgomery County Economic Development Fund and is designed to reduce vacant Class A and B office space in the County. Through the MOVE program, businesses new to the County or creating their first shared office space in the County receive \$8.00 per square foot of the signed lease.

To qualify for assistance under the MOVE Program, applicants must meet the following criteria:

1. The applicant must be a new business to the County. A new business is defined as one that is relocating or expanding from a location outside the County or a home-based startup occupying their first commercial office in the County. Examples of businesses that do not qualify as new are those that previously operated in commercial space in the County through an assumed lease, a sublease, or colocation and then execute a new lease in their name.
2. All businesses are eligible except for retail, restaurant, and independent financial or insurance agent/broker establishments. Independent agent/broker establishments are defined as a sole proprietorship that primarily sells products underwritten by a third-party.
3. The applicant must execute a direct lease with a landlord for at least three years for Class A or Class B commercial office space in the County. Classification of the space is verified through CoStar.
 - a. Class A or B flex space will qualify for businesses that can demonstrate lab space is required through their business proposal.
 - b. Shared office space providers must submit an occupancy permit, if a lease was not executed
4. Total leased space must be equal to or less than 10,000 square feet.
5. The application receipt date must be within 90 days of the signed lease date.

The application will be reviewed, and if qualified, the applicant will receive assistance upon submission of the executed lease and verification of occupancy. A pre-qualification letter can be issued upon request to applicants that qualify but are waiting to occupy their new office.

The completed application and supporting documentation can be mailed to Montgomery County Department of Finance, 101 Monroe Street, Suite 1500, Rockville, Maryland 20850.

Application updated August 2016



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MOVE Program Application Form

A. BASIC INFORMATION ON COMPANY

1. _____	Name	5. _____	Internet/E-mail
2. _____	Address	6. _____	Federal Tax ID#
3. _____	City	State	Zip
4. _____	Telephone	/	Fax
7. _____	President/CEO	8. _____	Other Contact

B. BACKGROUND ON COMPANY

1. Legal Type: _____ Industry Type: _____
State of Incorporation: _____ Year Established: _____ SIC or NAICS Code: _____
Company Specialization: _____

2. Current Number of Employees (full-time equivalents) in Montgomery County: _____
Current Number of Employees (full-time equivalents) outside Montgomery County: _____
Projection of **net new** full time equivalent jobs in Montgomery County by the end of Year 3: _____

3. Does the Company currently lease space in the County Yes No

4. Address of the new lease:

Gross Rentable Leased Space: _____ sq ft
Leased Terms Start Date: _____ End Date: _____
Type of Office Space: Class A Class B Lab Space
Will the company need to file for any building permits Yes No

5. Supporting Documents Required:

- 1) Copy of the article of incorporation or similar documentation of company structure
- 2) Copy of the signed lease or occupancy permit for shared office providers
- 3) Evidence of occupancy at the address of the leased space (e.g. moving or utility bill, use of occupancy, etc.)
- 4) Business plan or business proposal

By signing below, you certify that this application and all other information furnished now or in the future to Montgomery County are and shall be true and complete.

By: _____
Signature of Authorized Signer

Date Signed

Name (Printed) of Authorized Signer

Title

Received by

Montgomery County
Department of Finance

Date