



There is an opportunity for sub-tenants to participate in CECRA. To be eligible, the tenant (sub-landlord) and the sub-tenant must agree to the following CECRA Sublease Application process.

The CECRA Sublease Application Process

Step1: Each qualifying sub-landlord must send an email to their property manager by **July 24** providing the gross rent paid by the sub-tenant for the month of April, May, June and July. A sub-landlord that does not qualify to participate in CECRA, but whose sub-tenant does, is required to email their property manager of their status by **July 24**. In this scenario, the sub-landlord is still required to provide the gross rent paid by the sub-tenant for the month of April, May, June and July.

Step2: Each qualifying sub-landlord must complete the GWLRA CECRA Application Process. If the sub-landlord believes they qualify to participate in CECRA but have not received a package from GWLRA, they should contact the property management team immediately. The sub-landlord is required to complete and submit all information to the property manager by July 31. This includes a Rent Reduction Agreement between the landlord and sub-landlord.

Step 3: Each qualifying sub-tenant must sign an Attestation Form confirming that they qualify for the program. To qualify, their business must have consolidated annual revenues of less than \$20M, gross monthly rent less than \$50,000, and must have experienced a 70% or more decline in pre-COVID-19 revenues for the months of April to July 2020 compared to the same 2019 period. For additional details concerning eligibility and how to make these calculations, please visit the CMHC [website](#).

Important note: GWLRA is contacting all sub-landlords whose regular gross monthly rent, according to our records, is less than \$50,000 inclusive of storage, signage, licensee agreements, etc. It is the responsibility of the sub-landlord and sub-tenant to ensure they meet all eligibility criteria.

Step 4: The sub-landlord and sub-tenant must sign and submit an additional Rent Reduction Agreement, a standard CECRA form that, upon submission and approval by CMHC, will reduce the rent the sub-tenant owes for April, May, and June by 75% (subject to certain terms and conditions). For July, and any other extended periods, the reduction shall be equal to the average monthly rent forgiveness for April, May, and June 2020. The sub-tenant shall receive the CECRA benefit as further outlined by [CMHC](#).



Step 5: IMPORTANT: To facilitate the timely submission of the CECRA application for the property, all information from the sub-landlord must be received by GWLRA by July 31, 2020. The sub-landlord must provide the following completed documents:

- CECRA Tenant Information form, signed Attestation Form, and signed Landlord/Tenant Rent Reduction Agreement and;
- CECRA Sub-tenant Information, signed Sub-tenant Attestation Form, and Sub-landlord/ Sub-tenant Rent Reduction Agreement signed by both parties

Your submission will not be considered complete unless GWLRA receives both the CECRA head lease and sublease completed documents.

Please note, the submission process is a significant undertaking. The Landlord has only one opportunity to submit a CECRA application on behalf of ALL qualifying tenants and sub-tenants of the property, so it is important that you complete and submit all the required information by July 31, 2020. This will allow us to complete the process quickly and minimize any delays in providing financial aid to those who need it most.

Next Steps

The CMHC approval process may take up to two weeks from the date of submission by the Landlord. Upon receipt of approval of the CECRA application for the property, GWLRA will reconcile the sub-landlord's rental payment schedule. The schedule will outline the sub-landlord's payments for the remainder of the year. The sub-landlord will then have to reconcile payments relating to any of its approved sub-tenants for the rest of the year.

Please visit the CMHC [website](#) to learn more about the CECRA sub-tenant eligibility and the sublease application process.