*Note: all dropdown boxes in this sample application are functional. Click them to see the dropdown options*

MURR Application, PHASE 1 (Base Application)

**Applicant Information**

Applicant's Legal Name\*

*Provide the full legal name of the business ("Applicant"). If the Applicant is a sole proprietorship, provide the sole proprietor’s full legal name.*

Applicant's DBA Name\*

*Provide the Applicant's DBA (doing business as) name, if applicable. If the Applicant does not have a DBA name, enter “Not Applicable”.*

Employer Identification Number (EIN)\*

*Provide the Applicant's 9-digit Employer Identification Number (without the hyphen). If the Applicant is a sole proprietorship, provide the sole proprietor’s Social Security Number.*

NC Secretary of State ID Number (Sos ID)

*Provide the Applicant's 7-digit North Carolina Secretary of State Identification Number (SosID). If you do not know the SosID number, you can look it up here:*[*https://www.sosnc.gov/online\_services/search/by\_title/\_Business\_Registration*](https://www.sosnc.gov/online_services/search/by_title/_Business_Registration)*. If the Applicant is a sole proprietorship, enter “Not Applicable”.*

Applicant's website address\*

*Provide the Applicant's website address. If the Applicant does not have a website, enter “Not Applicable”.*

Applicant Type\*



Has the Applicant been awarded any other CARES Act funding, such as PPP?



*Receiving other CARES Act funding does not preclude you from receiving MURR funding.*

Total number of employees the Applicant has across the entire business/nonprofit\*



Is the Business minority-owned?\*



Is the Business female-owned?\*



Is the Business veteran-owned?\*



**Primary Contact**

*Provide the contact information for the person we should first contact if we have questions about this application. This person will receive all application correspondences from the Department of Commerce.*

Primary Contact Name\*

Primary Contact Company\*

Primary Contact Title\*

Primary Contact Phone\*

Primary Contact Email\*

Primary Contact Email Confirmation\*

**Secondary Contact**

*Provide the contact information for the person we should contact if we are unable to reach the primary contact. This person will also receive all application correspondences from the Department of Commerce.*

Secondary Contact Name\*

Secondary Contact Company\*

Secondary Contact Title\*

Secondary Contact Phone\*

Secondary Contact Email\*

Secondary Contact Email Confirmation\*

**Signatory Contact**

*All approved applicants will be required to electronically sign a copy of the final application once it is reviewed and approved by the Department of Commerce. To expedite that process, we will email of copy of the final application to the Signatory Contact to be signed electronically. The Signatory Contact must be an officer of the company or someone that is legally authorized to sign on behalf of the Applicant.*

Signatory Contact Name\*

Signatory Contact Company\*

Signatory Contact Title\*

Signatory Contact Phone\*

Signatory Contact Email\*

Signatory Contact Email Confirmation\*

**MURR Locations**

Number of locations the Applicant is applying for?\*



*The Applicant may apply for up to two locations. Each location must met all eligibility requirements on a stand-alone basis.*

**Location 1 Details**

Location 1 Street\*

Location 1 City\*

Location 1 Postal Code\*

Location 1 County\*



*If you do not know which N.C. county Location 1 is in, you can look it up here:*[*https://www.whatcountyamiin.com/*](https://www.whatcountyamiin.com/)

Location 1 Employees\*

*Provide the total number of employees (W-2 employees at the location, including full-time, part-time, and temporary employees.)*

Was Location 1 closed from April 1 through July 31, 2020, except for explicit exceptions provided in government orders? \*



Location 1 Primary Activity\*



*From the dropdown list, select the category that best describes the primary activity at Location One, based on the definitions below. If the location does not meet the definition of any of the categories provided, select "Other" at the bottom of the dropdown list.*

* ***AMUSEMENT ARCADES -****Establishments primarily engaged in operating amusement (except gambling) arcades and parlors. This category includes: Amusement arcades; Electronic game arcades; Family fun centers; Game rooms; Indoor play areas; Pinball arcades; Video game arcades. This category does NOT include establishments engaged in betting/gambling.*
* ***AMUSEMENT PARKS -****Establishments primarily engaged in operating a variety of attractions, such as mechanical rides, water rides, games, shows, theme exhibits, refreshment stands, and picnic grounds. This category includes: Amusement parks; Theme parks; Water parks. This category does NOT include Aquariums; Wild animal parks; Arboreta; Zoological gardens; Aviaries.*
* ***BANQUET HALLS WITH CATERING STAFF -****Establishments primarily engaged in providing single event-based food service on premises. This category does NOT include providing food services at institutional, governmental, commercial, or industrial locations of others; Renting out facilities without providing catering staff; or off-premise catering.*
* ***BINGO PARLORS -****This category does NOT include anything other than Bingo parlors.*
* ***BOWLING CENTERS -****Establishments engaged in operating bowling centers. These establishments often provide food and beverage services. This category includes: Bowling alleys; Bowling Centers.*
* ***DANCE HALLS -****This category does NOT include anything other than Dance halls.*
* ***DRINKING PLACES -****Establishments known as bars, taverns, nightclubs, or drinking places primarily engaged in preparing and serving alcoholic beverages for immediate consumption. This category includes: Bars; Taverns; Cocktail lounges; Discotheques; Nightclubs. This category does NOT include Micro/Craft brewery tap rooms; Restaurants with bars.*
* ***INDOOR FITNESS AND RECREATIONAL SPORTS CENTERS -****Establishments primarily engaged in operating INDOOR fitness and recreational sports facilities featuring exercise and other active physical fitness conditioning or recreational sports activities. This category includes: Indoor ice or roller skating rinks; Gymnasiums; Physical fitness centers; Indoor handball, racquetball, or tennis club facilities; Indoor swimming pools; Indoor sports training facilities; Dance, aerobic dance, yoga, or martial arts studios. This category does NOT include: Outdoor fitness and recreational sports centers; Spectator sports venues.*
* ***MOTION PICTURE THEATERS (EXCEPT DRIVE-INs) -****This category includes: Motion picture cinemas and theaters (indoor). This category does NOT include: Drive-In theaters; Film festivals exhibitors; Motion picture exhibition; Motion picture exhibitors for airlines; Motion picture exhibitors, itinerant (traveling from place to place).*
* ***MUSEUMS****- For-profit establishments primarily engaged in the preservation and exhibition of objects of historical, cultural, and/or educational value. This category includes: Art galleries (except retail); Planetariums; Art museums; Science or technology museums; Halls of fame; Wax museums. This category does NOT include nonprofit museums; Commercial art galleries.*
* ***OTHER -****Any type of business activity that is not listed above.*

Location 1 Activity Details

*Provide the specific primary business activity at Location 1. For example: nightclub, yoga studio, movie theater, water park, bowling alley, bingo parlor…*

Location 1 Expense Types\*



*Indicate if you are claiming each of the qualifying expenses below for LOCATION 1. Please only select the expenses needed for the Applicant to receive the maximum payment for Location 1 ($20,000.) Keep in mind that you can claim up to four months of expenses for each type of expense listed. For instance, if four months of rent at Location 1 exceeds $20,000, there is no need to select any other type of expense. Also keep in mind that you are only able to claim expenses that have been paid.*

***To select multiple expense types, hold the Ctrl key down when you click on each expense type****.*

**NOTE: IF YOU INDICATE THAT YOU ARE APPLYING FOR TWO LOCATIONS ABOVE, YOUR APPLICATION WILL INCLUDE THE IDENTICAL QUESTIONS FOR LOCATION 2.**

**Attestation**

*Once you select the Send button below, you will be redirected back to the MURR webpage, and you will not be able to amend this portion of the application. So, please review this entire section of the application by using the Back and Next buttons to ensure its accuracy prior to sending it. After you send the application, both the primary and secondary contacts listed in the application will receive an email from the Department of Commerce with guidance and next steps.*

Please note that the email will have a subject of "Mortgage, Utility, and Rent Relief (MURR) Application" and will come from our database so it will not have an @commerce.com email address. If you do not receive the email after a few minutes, please check your spam/junk folder.

I certify that the information provided above is accurate\*



\*- required

MURR Application, PHASE 2 (Expenses and Documentation)

**Location Expenditures**

***READ THESE INSTRUCTIONS CLOSELY.  THIS IS THE MOST COMPLEX SECTION OF THE APPLICATION***

*Enter your monthly expenses for each type of expense you are claiming in the table below.  Please keep the following in mind:*

* *Do not enter commas*
* *Do not enter dollar signs*
* *Enter a value in every month in the table below.  If you are not claiming an expense for the month, enter “0”.*
* *You may claim up to four months of expenses for each expense type listed below.  You may choose any four of the five months (April through August).****Please, please, please do not enter five months of paid expenses on any expense line****.*
* *Enter the amount you paid not the amount of the obligation.  For example, if your monthly rent is $3800, but you only paid $2000, enter 2000.*
* *Enter the amount paid in the month the expense was incurred not when it was paid.  For example, if you paid May’s rent on April 30th, enter it in May.  Utility bills are a bit trickier because they are not billed on a calendar month basis.  For utility bills, enter the amount paid in the month that corresponds to the last day of the billing period.  For example, if you paid your internet bill on September 28th, for internet service from June 10 – July 8, enter it in July.*
* *The maximum MURR funding you can receive for a single location is $20,000.  There is no reason to submit total expenses more than $20,000.  In fact, we prefer that you not do that.  It simply creates more work for both of us, as you will be required to submit support documentation for each month later in this application.  We suggest you submit the highest valued expenses first, likely rent or mortgage interest, and work your way down the list until total expenses are at least $20,000.  For example, if you paid $8000 per month for April through August rent, you should enter 8000 in April, May, and June.  You should stop there because you have submitted more than $20,000 for that single location.  The only exception to this guidance is if you used other federal CARES Act funding to pay a portion of the expense.  In that case, you should enter enough expenses to generate at least $20,000 of expenses that were not paid for using CARES Act funding.*
* *Speaking of CARES Act funding, if a portion of the expense was paid for using CARES Act funding, still enter the total amount paid.  You will be required to document how much was paid with CARES Act funding later in the application process.*
* *If any portion of an expense type was paid with CARES Act funding select “Yes” in the Fed $? dropdown (the last column of table).  If not, select “No”.*
* ***YOU MUST ENTER A VALUE IN EVERY FIELD ON THE TABLE – EVERY MONTH BOX AND EVERY FED $? BOX.  YES, “0” COUNTS AS A VALUE.  IF YOU DON’T, YOU WILL RECEIVE AN ERROR MESSAGE.  IN ORDER TO CLEAR THE ERROR, YOU WILL BE REQUIRED TO REFRESH THE PAGE.  TO REFRESH THE PAGE, CLICK THE CIRCLE WITH AN ARROW NEXT TO THE WEB ADDRESS AT THE TOP OF YOUR BROWSER).  WHEN YOU REFRESH THE PAGE, ALL FIELDS WILL BE CLEARED, AND YOU WILL BE REQUIRED TO FILL OUT THE ENTIRE TABLE FROM SCRATCH.  YOU HAVE BEEN FOREWARNED!***

**TABLE**



\*- required

**NOTE: If you indicate that you are applying for two locations, the table will include expenses for both locations. The expense types listed in the table will only reflect the expenses you selected earlier in the application. For instance, this sample application reflects an applicant that indicated that it is applying for rent/mortgage interest and electricity for one location only.**

Expense Documentation

*In this section, you are required to upload the following documentation files:**- Cover page of the Applicant's most recent federal tax return. If the Applicant is a sole proprietorship, upload the cover page of the sole proprietor’s individual income tax return.
    - A separate file for each type of expense claimed at each location**Each expense file must include proof of the expense obligation (lease/mortgage agreement or the utility bill) and proof payment (canceled check, bank statement, or online bank transaction history) for each month claimed.****YOU WILL BE REQUIRED TO COMBINE EACH TYPE OF EXPENSE AT EACH LOCATION INTO ONE FILE. WE CANNOT ACCEPT .ZIP FILES - PLEASE DO NOT SUBMIT A .ZIP FILE.***

*We understand that it may be a challenge for some applicants to combine documentation into one electronic file.  If you do not have software to do this, we suggest that you print out all the documents that make up one file and scan it to a pdf.****PLEASE NOTE THAT THERE IS A 10 MB SIZE LIMIT ON THE FILES OUR SYSTEM CAN ACCEPT.  FOR THAT REASON, PLEASE DO NOT SCAN YOUR DOCUMENTS AS PICTURES, ESPECIALLY HIGH-RESOLUTION PICTURES****.*

*Click "Add File" to select the file from your computer. Once you have selected a file for each element, click the "Next" button. Please note that you may only upload one file for each Expense Type, at each Location, and you are only required to upload files for the Expense Types that you are claiming at each Location.*

Cover page of the Applicant's most recent Federal Tax return

Add File...

Location 1 Mortgage Interest or Rent Documentation

Add File...

Location 1 Electricity Documentation

Add File...

Location 1 Natural Gas Documentation

Add File...

Location 1 Water Documentation

Add File...

Location 1 Sewer & Stormwater Documentation

Add File...

Location 1 Phone (land lines) Documentation

Add File...

Location 1 Internet Documentation

Add File...

\*- required