



DEPARTMENT OF ECONOMIC DEVELOPMENT

Isiah Leggett
County Executive

Steven A. Silverman
Director

MOVE Program Summary

The Make Office Vacancy Extinct (MOVE) Program is part of the Montgomery County Economic Development Fund and is designed to attract IT, life science, cybersecurity, and green technology businesses to Montgomery County. Through the MOVE program, businesses new to the County receive financial assistance to reduce rent costs for the first year. The assistance available is \$4 per square foot for a company's first lease of Class A or Class B office space in Montgomery County.

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

1. The applicant must operate primarily in the information-technology, life science, cyber-security or green technology industries, as evidenced by objective documentation (i.e. business plan, business proposal, client list, etc.).
2. The applicant has signed a commercial lease with a landlord for at least three years for Class A or Class B commercial office building in the County. In the case of a life science company, leased lab space will qualify under this program.
3. Total commercial space leased must be at least 2,000 rentable square feet but no more than 10,000 rentable square feet.
4. The lease date must begin after March 18, 2014, and 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 receipt of the executed lease and verification of occupancy. A pre-qualification letter will be issued upon request to applicants that qualify, noting approval once verification of occupancy is received.

Please fill out the attached application form and return the application and any required supporting documentation to Montgomery County Department of Economic Development, 111 Rockville, Suite 800, Rockville, Maryland 20850.

For questions about the MOVE Program, please contact Gene Smith or Lydia Lan with the Department of Economic Development at 240-777-2000.



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MOVE Program Application Form

A. BASIC INFORMATION ON COMPANY

Name, Internet/E-mail, Address, Federal Tax ID#, City, State, Zip, Telephone, Fax, President/CEO, 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, 3) Evidence of occupancy at the address of the leased space (e.g. moving or utility bill, use of occupancy, etc.), 4) Business plan, business proposal, or other documentation that verifies the industry of the business

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 Economic Development

Date

Updated April, 2014