

Applicant name:

**Film-Lease Production Company - FLPC**

Product #:

**Film Tax Credit Documentation Checklist**

**Items required to be submitted to NJEDA to be considered a complete application. All documents must be included if applicable.**

<u>Item</u>	<u>Included</u>	<u>Comments</u>
1. <b>NJEDA Online Application</b> <a href="https://application.njeda.com/">https://application.njeda.com/</a>		
2. <b>NJEDA Application Fee</b> , payable online.		
3. <b>Tax Clearance Certificate – NJEDA requesting agency</b> <a href="https://www.njlib.nj.gov/NJ_PREMIER_EBIZ/jsp/home.jsp">https://www.njlib.nj.gov/NJ_PREMIER_EBIZ/jsp/home.jsp</a>		
4. <b>Detailed Budget:</b> Using this budget template, please provide a complete itemized budget for the film production. Please note the budget template includes Schedule A – Total Film Production Expenses (All), Schedule B – Total Film Production Expenses from Vendors Authorized to do Business in New Jersey, Schedule C – Qualified Film Production Expenses (ALL), and Schedule D – Expenses for use within the 30-mile radius of Columbus Circle, NYC. <u>This must match the numbers entered on the application.</u>		
5. <b>Detailed Project Synopsis</b> – Please submit a project synopsis form which can be found at <a href="http://www.njeda.gov/film">www.njeda.gov/film</a>		
6. <b>Timeline &amp; Proposed Shooting Schedule (One-Liner)</b> – Please submit as an attachment to the application a detailed timeline of the project that includes: timing of the production/filming, filming locations, and anticipated or actual dates of commencement and completion of principal photography and total film production expenses. <u>This must match dates entered on the application.</u>		
7. <b>Resumes or biographies</b> for the following principal talent currently signed to participate in the project: <ul style="list-style-type: none"><li>• Producer(s)</li><li>• Director(s)</li><li>• Principal and major supporting actor(s) and actress(es)</li><li>• Screenwriter(s)</li><li>• Cinematographer(s)/Director(s) of Photography</li><li>• Production Manager</li></ul>		

8. <b>Notice regarding Affirmative Action/Prevailing Wage:</b> Applicable to all projects at application submission. Make sure to add your project name in the top right. Your type of assistance is “Film Tax Credit,” and the estimated award amount can be found in the budget area of the application.		
8. <b>Hiring Plan</b> for hiring residents of NJ distressed municipalities, economically disadvantaged areas, or land owned by the federal government before December 31, 2005, if applicable		
10. <b>NJ Location List</b> – Detailed list of NJ shooting locations and if applicable description as it would appear on the One-Liner		
11. <b>Operating Agreement / Bylaws-</b> documents confirming owners/ members / shareholders and authorized representative		
12. <b>Legal Questionnaire</b> – If not on application		
13. <b>Application Certification</b> – If not on application		
14. <b>Excess Above the Line Summary</b> – A summary of all compensation paid to above the line employees or loan outs. This summary should directly correlate to the amount listed on the budget template.		
15. <b>Proof of Occupancy</b> – Provide a lease and/or other documentation that proves the applicant occupied space at a Film Lease Partner Facility (FLPF) at least 50% of their NJ shoot days <u>or</u> at least 33% of the film’s total qualified spend is at the FLPF.		
16. <b>(IF NO TCO ONLY) Proof of 3-year Commitment</b> – If there is not at least a Temporary Certificate of Occupancy, then the applicant must provide a copy of a lease or sublease with the FLPF for at least three years of occupancy at the FLPF at least 36,000 square feet of soundstage space executed prior to the FLPF receiving a TCO.		
17. <b>If project is a reality show</b> – Proof that project has received a 4 episode-order from, and is commissioned and scheduled to premiere on, a major linear network or streaming service		

17. If applicable – required materials for <b>Promote NJ bonus</b>		
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*As of 10/28/2025.*

*DISCLAIMER: applicants will be subject to final adoption of new program rules and any additional documents as needed.*