



**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**  
**SITE ACQUISITION, REHABILITATION AND PRESERVATION LOAN**  
**APPLICATION**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Amount of Loan Requested: \_\_\_\_\_

**1. APPLICANT INFORMATION**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone: \_\_\_\_\_

**2. APPLICANT BACKGROUND AND EXPERIENCE**

**Legal Status**

- General  Individual  Limited Partnership
- Corporation  Nonprofit Organization
- Local Government  Joint Venture  Other (specify)

Date of Incorporation: \_\_\_\_\_

**Status of Organization**

- Currently Exists
- To Be Formed, Estimated Date: \_\_\_\_\_
- Federal Tax I.D. Number: \_\_\_\_\_



**Developer Type**

— Nonprofit

— For Profit

— Joint Venture

*Please attach Articles of Incorporation, By-laws, tax-exempt [501(c)3] determination from the I.R.S., list of board members, corporate borrowing resolution, and 2 years of audited financial statements*

**Housing Experience**

Project Name	Address	# Unit	New Construction / Rehab	Family or Senior	Year Completed

(Please refer to Program Guidelines for additional required information related to developer experience.)

**3. SITE INFORMATION**

**Current Site Use:**

Residential: Number of Units \_\_\_\_\_

Vacant      Occupied      \_\_\_\_\_ # of      \_\_\_\_\_ Sq.

Commercial: Buildings      Ft.

If occupied, briefly describe uses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Industrial: Vacant      Occupied      \_\_\_\_\_ # of      \_\_\_\_\_ Sq.



Buildings

Ft.

If occupied, briefly describe uses:

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<u>Parking</u>	In Use	Not In	————— # of Parking
<u>Lot:</u>		Use	Spaces
<u>Vacant Lot</u>			

**Site Control:**

Does applicant have site under option or purchase contract? \_\_\_\_\_

When does option or purchase contract expire? \_\_\_\_\_

Purchase price of site — \$ \_\_\_\_\_

**Planning Information:**

Lot size: \_\_\_\_\_

Present zoning: \_\_\_\_\_

Are any zoning changes, use permits or variances required? \_\_\_\_\_

If yes, please give details: \_\_\_\_\_

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What is the schedule for required changes? \_\_\_\_\_

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Special Topographical Problems: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are on and/or off-site improvements needed? If yes, give details. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **PROPOSED DEVELOPMENT**

Project Name:

Target Population:

Elderly \_\_\_\_\_  
Disabled \_\_\_\_\_  
Family \_\_\_\_\_  
Other (specify) \_\_\_\_\_

Type of Project:

Acquisition of Vacant Land \_\_\_\_\_  
Acquisition of Existing Bldg \_\_\_\_\_  
Rehabilitation \_\_\_\_\_  
Preservation \_\_\_\_\_

Estimated date of project completion: \_\_\_\_\_

Number of Stories \_\_\_\_\_ Elevator? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Units by bedroom size and square footage:

\_\_\_\_\_ SRO at \_\_\_\_\_ SF each \_\_\_\_\_ 3 BR at \_\_\_\_\_ SF each  
\_\_\_\_\_ 0 BR at \_\_\_\_\_ SF each \_\_\_\_\_ 4 BR at \_\_\_\_\_ SF each  
\_\_\_\_\_ 1 BR at \_\_\_\_\_ SF each  
\_\_\_\_\_ 2 BR at \_\_\_\_\_ SF each



Total Units \_\_\_\_\_

Other special features and Amenities:

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The following documents must be attached to the application, as applicable (see Program Guidelines for more information):

<ul style="list-style-type: none"> <li>• Narrative Description of Site and Proposed Development</li> </ul>	<ul style="list-style-type: none"> <li>• Site Plan</li> </ul>
<ul style="list-style-type: none"> <li>• Developer Experience and Capacity Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary Title Report</li> </ul>
<ul style="list-style-type: none"> <li>• Articles of Incorporation, Bylaws, Tax Exempt Determination from I.R.S., List of Board Members, Corporate Borrowing Resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of Site Control</li> </ul>
<ul style="list-style-type: none"> <li>• Environmental Assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance</li> </ul>
<ul style="list-style-type: none"> <li>• Planning and Zoning Information</li> </ul>	<ul style="list-style-type: none"> <li>• Community Acceptance Plan</li> </ul>
<ul style="list-style-type: none"> <li>• Appraisal</li> </ul>	<ul style="list-style-type: none"> <li>• Budget (Sources and Uses)</li> </ul>
<ul style="list-style-type: none"> <li>• Relocation Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Rent Roll</li> </ul>
<ul style="list-style-type: none"> <li>• Financial Statements</li> </ul>	<ul style="list-style-type: none"> <li>• Preliminary Holding Cost Budget</li> </ul>
<ul style="list-style-type: none"> <li>• Location Map of Proposed Site</li> </ul>	



## BORROWER'S CERTIFICATION

Applicant hereby certifies that it has read and understands the regulations governing the Site Acquisition and Rehabilitation Loan Program, that it agrees to abide by such regulations, and that violations of these regulations shall constitute grounds for cancellation of any commitment or loan. Applicant hereby certifies that the information submitted in the Loan Application and any supporting materials is true, accurate, and complete to the best of its knowledge. Applicant acknowledges and understands that if facts and/or information herein are found to be misrepresented, it shall constitute grounds for the default of the Site Acquisition and Rehabilitation Loan for which application is being made.

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Signature

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Date

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Signature

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Date



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Signature

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Date