

**CITY OF PORTAGE
STREET FACADE IMPROVEMENT
LOAN PROGRAM APPLICATION**

Application No.: _____

1. Property Owner Information:

- a. Property Address _____
- b. Owner Name _____
- c. Tax I.D. (FEIN#) _____
- d. Phone Number/Email _____ / _____

2. Business Owner Information: (if different)

- a. Business Name _____
- b. Owner Name _____
- c. Tax I.D. (FEIN#) _____
- d. Owner Address _____
- e. Phone Number/Email _____ / _____

3. Brief Description of Proposed Improvement:

(Attached additional page(s) if necessary)

- 4. Estimated Project Cost: \$_____ (Minimum \$3,000)
- 5. Amount of Loan Funds applied for: \$_____ (Maximum \$5,000; 20% match required; 50% to be released upon approval; 50% upon completion)
- 6. Proposed start date: _____, (must be completed in 12 months)

Attach:

- 1. (3) complete sets of improvement plans and cost estimates**
- 2. Business Plan**
- 3. Proof of Property Insurance**
- 4. Credit report for applicant (property or business owner)**
- 5. List of business property to be used as collateral (UCC lien)**

The undersigned applicant affirms that:

- a. I am the Property/Business Owner and the information submitted is accurate to the best of my knowledge.
- b. I understand and agree to comply with the Portage Street Facade Improvement Guidelines.

Signature of Applicant _____Property Owner(s) _____ Business Owner(s)
(check one or both as applicable)

_____ Date _____

_____ Date _____

Signature of Property Owner(s) (if only Business Owner is checked above – acknowledging application)

_____ Date _____

_____ Date _____

Internal Review Section – do not complete

Plan Commission Review:

Design Plan: Approved: _____ Denied: _____

Reason for denial, if applicable: _____

Building Permit Issued (number and date): _____

Community Development Authority Review:

Zoning District: _____ Chamber Member: _____ Non Profit w/Commercial: _____

Historic Municipal Register: _____ If Y Approval: _____ Eligible Project: _____

Previous Loans by Property Owner: _____ by Business Owner: _____
(Property Owner allowed 2 loans within 3 yrs; Business Owner allowed 1 loan in 3 yrs)

Application Approved: _____ Denied: _____

City Obligations Ck (intl): _____ Personal Guarantee: _____ UCC Filing: _____

Total Project Cost: _____ Loan \$: _____ Matching \$ _____
(minimum \$3,000) (maximum \$5,000) (20% of loan\$)

50% Pd upon approval CK#: _____ Date: _____ 50% Pd upon completion CK# _____ Date: _____
(lien waivers required)

Interest Rate 2%; Number of Months: _____; Monthly Payment\$: _____

First Payment Due: _____; Automatic Payment Setup: _____

Loan Pd in Full: _____ Within Terms: _____

Refund 50% Interest CK# _____ Date: _____ Initial: _____