

CADILLAC DDA LOW-INTEREST LOAN FACADE IMPROVEMENT PROGRAM

Application Form

1. Applicant Information

Name _____

Address _____

Phone _____ Fax _____

2. Project Information

Building Location _____

Owner of Record _____

If Leased: Lease Expires _____ Renewal Term _____

3. Project Description

Describe in detail the proposed scope of work, using additional sheets if necessary. Attach any architectural sketches or drawings if applicable. Provide cost breakdowns by major categories such as signs, awnings, painting, repair, carpentry, electrical, etc., as an attachment.

4. Participating Bank Designation

Please mark the participating financial institution of your choice who will process your loan:

Fifth Third Bank, 123 S. Mitchell Street, Cadillac, MI 49601, 779-2700

Citizens Bank, 103 N. Mitchell Street, Cadillac, MI 49601, 775-4611

Chemical Bank West, 115 N. Mitchell Street, Cadillac, MI 49601, 775-6151

Anticipated Project Cost _____

Anticipated Construction Start Date _____ Completion Date _____

Contractor Bid #1 _____ Contractor Bid #2 _____
(A minimum of two contractor bids is recommended.)

5. Mortgage Information

Is there a current Mortgage on the property? YES NO

If YES, holder of Mortgage: _____

Date of Mortgage _____ Original Amount _____ Current Balance _____

6. Building Information

Type of Construction _____ Floors Above Grade _____

Present Use (if mixed use, indicate percentage of type of use) _____

____ Retail ____ Office/Professional ____ Residential ____ Other
____ Occupancy Level ____ Full ____ % Occupied ____ Vacant

Will project result in a change of use for the building? YES NO

If YES, uses of the building after completion of the facade project:

1st Floor: _____

2nd Floor: _____

Other: _____

7. Other Required Documents

- a. Property deed with legal description of property
- b. Proof that all property taxes are paid and current
- c. Proof of property and liability insurance
- d. Copies of any leases associated with property
- e. One (1) contractor quote/construction bid for total facade project [Two (2) bids are recommended, but not required]
- f. If tenant is applying please provide a letter from the owner expressing approval of the project proposal.

I/We certify that all information set forth in this application is a true representation of the facts pertaining to the subject property for the purpose of obtaining funding under the Cadillac DDA Downtown Facade Improvement Program. I understand and acknowledge that any willful misrepresentation of the information contained in this application could result in disqualification from the program, requiring any funds already disbursed under the program to be repaid in full.

I/We understand that I/we will be responsible for all closing costs, including but not limited to recording fees. I/We further certify that I/we have read and understand the Facade Improvement Guidelines. If a determination is made by the Cadillac DDA that loan proceeds have not been used for eligible and/or approved program activities, I/we agree that the proceeds shall be returned in full, to the participating bank and further acknowledge that, with respect to such proceeds so returned, I/we shall have no further interest, right or claim. It is understood that all loan commitments are contingent upon participating bank final approval and the availability of program funds.

Signed this _____ day of _____, _____.
(month) (year)

By: _____

Print Name & Title