



COMMUNITY DEVELOPMENT DEPARTMENT  
 200 N. Lake Street, Cadillac, MI 49601  
 (231)775-0818 Ext. 101  
 Jwallace@cadillac-mi.net

**CADILLAC DDA LOW-INTEREST LOAN FAÇADE IMPROVEMENT PROGRAM**  
**APPLICATION**

Applicant Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_

Project Building Location: \_\_\_\_\_  
 Owner of Record: \_\_\_\_\_  
 If Leased: Lease Expires \_\_\_\_\_ Renewal Term \_\_\_\_\_

**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.

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

**Participating Bank Designation:** Please mark the participating financial institution of your choice who will process your loan:

- \_\_\_\_\_ TCF Bank West, 115 N. Mitchell Street, Cadillac MI 49601, 775-6151
- \_\_\_\_\_ Fifth Third Bank, 123 S. Mitchell Street, Cadillac, MI 49601, 779-2700
- \_\_\_\_\_ Huntington Bank, 103 N. Mitchell Street, Cadillac, MI 49601, 775-4611
- \_\_\_\_\_ Mercantile Bank, 114 W. Pine Street, Cadillac, MI 49601, 775-9000

Anticipated Project Cost: \_\_\_\_\_  
 Anticipated Construction Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
 Contractor Bid #1: \_\_\_\_\_ Contractor Bid #2: \_\_\_\_\_  
 (A minimum of two contractor bids is recommended.)

**Mortgage Information:** Is there a current mortgage on the property? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If YES, hold of mortgage: \_\_\_\_\_  
 Date of Mortgage: \_\_\_\_\_ Original Amount: \_\_\_\_\_ Current Balance: \_\_\_\_\_

**Building Information:** Type of Construction: \_\_\_\_\_

Floors above Grade: \_\_\_\_\_

Present Use (if mixed use, indicate percentage of use below.)

\_\_\_\_\_ 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 façade project:

1<sup>st</sup> Floor: \_\_\_\_\_

2<sup>nd</sup> Floor: \_\_\_\_\_

Other: \_\_\_\_\_

**Other Required Documents:**

- Property deed with legal description of property
- Proof that all property taxes are paid and current
- Proof of property and liability insurance
- Copies of an leases associated with the property
- One (1) contractor quote/ construction bid for total face project (2 bids are recommended but not required)
- 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 Façade 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 Façade 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: \_\_\_\_\_  
\_\_\_\_\_