



## Look Up Downtown

### Downtown Upper Story Residential Activation and Renovation Loan Program

#### APPLICATION FORM

Please review and complete the following application for the Downtown Upper Story Residential Activation and Renovation Loan Program to become eligible for a home rehabilitation loan.

Application Number (office use only) \_\_\_\_\_  
Date: \_\_\_\_\_

#### Applicant/Property Owner Information

Legal Entity: ☐ C Corp ☐ S Corp ☐ LLC ☐ LLP ☐ Partnership ☐ Sole Proprietor  
Legal Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ County: \_\_\_\_\_  
FEIN: (Federal Employee Identification Number –Tax ID) \_\_\_\_\_  
Date Established: \_\_\_\_\_

#### Applicant and Co-Applicant/Property Owner Information

Name of Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
  
Name of Co-Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Attached a separate sheet if more than 2 owners/applicants.

#### Subject Property Information

Address: \_\_\_\_\_  
Number of Units to be Improved: \_\_\_\_\_ Age of structure: \_\_\_\_\_  
If borrowing for improvements,  
Primary lender name and address: \_\_\_\_\_  
Primary lender contact person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Are there existing mortgages on the property? Yes \_\_\_\_\_ No \_\_\_\_\_  
(if yes, you must provide documentation showing a loan-to-value less than 90%)

**Improvement Description**

All applicants - please use the space below to describe the structural improvements that you propose to make should you receive program loan funds. Please note that funds may only be used for improvements made on the primary structure and not any accessory structures on a particular lot. Please attach any concept drawings or pictures as necessary.

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1) Architectural/Engineering Services	\$ _____
2) Code Correction	\$ _____
3) Interior Remodeling	\$ _____
4) Electrical	\$ _____
5) Plumbing	\$ _____
6) HVAC	\$ _____
7) Architectural/Engineering Services	\$ _____
8) Fixtures and Trim	\$ _____
9) Flooring	\$ _____
10) Other _____	\$ _____
Total cost of improvements:	\$ _____
Amount of loan you are seeking*:	\$ _____

\*The maximum is \$24,000 (\$6,000 per unit) or 50% of the total cost of improvements, whichever is less.

**Certification**

I hereby certify that to the best of my knowledge and belief, the content of the application is true and correct. I/we consent to the disclosure of such information for purposes of verification related to my/our application for financial assistance. I/we understand that giving false information on this application will result in disqualification from the home improvement program.

Signature of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of co-applicant: \_\_\_\_\_

Date: \_\_\_\_\_