



A subsidiary of Mile High Community Loan Fund

Loan Application

Application Date	
Amount/Term Requested	\$ _____ / _____ months
Origination Fee (Fee is non-refundable.)	\$500 (for all loans up to \$50,000) 1% of Loan Amount (for all loans > \$50,000) due at time of settlement

Borrower Information	
Type of Entity (Mark which applies)	<input type="checkbox"/> Individual(s) <input type="checkbox"/> For Profit <input type="checkbox"/> Non-profit <input type="checkbox"/> Public Agency
Name of Property Owner	
Name of Borrower (if different)	
Borrower Address	
City, State, Zip	
Borrower Phone	
Borrower Fax	
Tax ID # or S.S. #	
Name & Title of Signatory	
Primary Contact	
Contact Phone	
Contact E-mail	
Name of Guarantor(s) (if applicable)	
Project Information	
Project Address	
City, State, Zip	
County	
Census Tract	
Type of Development (Mark all that apply)	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Community Facility
# of Units or Square Ft	_____ Residential units _____ Square feet of commercial/facility space

All applications must respond to the following questions, attach the required documentation requested on page 3 and complete the Applicant Certification. Information can be provided in hard copy or digital format. Please contact us if you have any questions about the required information.

1. Project overview: *Describe the scope of historic rehabilitation? What is the project timeline?*

(Type your response here and/or reference attached documents as applicable)

2. Description of the loan being requested: *Who will be obligated on the note? Relationship between Property Owner and Borrower, if different. Additional guarantors? How will the note be secured? Source of repayment for the loan amount requested?*

(Type your response here and/or reference attached documents as applicable)

3. Site Description: *Describe the site(s): location, size of parcel, type of property (vacant land, vacant building, occupied building, etc.); current and proposed zoning; type of improvements—materials, condition, number of existing units; current ownership and status of purchase agreements, options, etc.*

(Type your response here and/or reference attached documents as applicable)

4. Neighborhood Description: *Describe the general character of the neighborhood, including age, condition and type of housing stock, development activity, and any other major uses. If this is a housing project, discuss accessibility to public transportation, commercial and recreation facilities, employment opportunities and any other amenities that support the project's residents. If this is a non-profit facility project describe community attributes that make this a good location for the proposed facility.*

(Type your response here and/or reference attached documents as applicable)

5. Organizational/Company Background: *Provide a brief organizational/company history and current brochures or summaries of current programs (if applicable). List any staff members, description of their roles, and any relevant experience or knowledge they bring to the project. If this is a commercial or nonprofit facility project, describe how this facility fits into the organization's strategic plan.*

(Type your response here and/or reference attached documents as applicable)

6. Project Budget: *If there are funds in addition to the City of Louisville, describe the terms and timing of those funds and whether or not they have been committed. Clarify how the City's funds will be used (if there are multiple uses, itemize each with their approximate amounts) and explain exactly how and when the City's principal and interest will be repaid.*

(Attach a project sources and uses budget and use this space for a narrative response)

7. Development Team: *Identify and describe relevant experience of each of the team members responsible for completing this project. Who will be the developer (if different from the Borrower), architect, general contractor, property manager, etc.*

(Type your response here and/or reference attached documents as applicable)

REQUIRED ADDITIONAL INFORMATION

All applications will require, at a minimum, the documentation outlined below. Please contact us if you have problems providing what is requested. After we have reviewed your submittal, we will contact you for additional information that may be required.

FOR THE BORROWER

Owner Occupied Residential

- Paystubs covering most recent 30-day period.
- Federal tax returns covering 2 most recent calendar years.
- Business tax returns and schedules covering 2 most recent calendar years (if self-employed).

Commercial/Nonprofit

- Audited balance sheets and income statements for the three most recent fiscal years.
- Internally prepared financial statements for the most recent quarter and year to date.
- List of current board members and their occupations.
- Federal tax identification notice (if applicable).
- Articles of Organization and Operating Agreement (if applicable).

FOR THE LOAN GUARANTOR(S) – if applicable

- Audited balance sheets and income statements for the three most recent fiscal years. If Guarantor(s) is an individual, tax returns for the three most recent years.
- Internally prepared financial statements for the most recent quarter and year to date. If Guarantor(s) is an individual, personal financial statement(s) prepared within 90 days of the date of the application.

FOR THE PROJECT

- Pictures and/or renderings of the site and/or proposed project (digital files such as tif, gif, or jpg preferred).
- Additional funding source commitments (if applicable).
- Property operating expenses and budget (if applicable).
- Property appraisal or market valuation (if available).
- Phase I Environmental Assessment (if available).
- Property buy/sell agreement (if applicable).
- Projected loan draw schedule (if not fully disbursed at closing).



Applicant Certification

The undersigned hereby makes application to Funding Partners (FP) as agent for the City of Louisville, Colorado (City) for the loan amount in the application. The undersigned indemnifies and holds harmless FP and the City and its elected officials, directors, employees, and agents against all losses, costs, damages, expenses, and liabilities of whatsoever nature or kind (including, but not limited to attorney's fees, litigation and court costs) directly or indirectly resulting from, arising out of, or related to, acceptance, consideration and approval or disapproval of such application. The undersigned acknowledges any costs or fees (such as, but not limited to legal, appraisal, or inspection fees) incurred by FP during the underwriting process will be the responsibility of the Applicant whether or not the loan is denied, approved or closed.

The undersigned, being duly authorized, hereby represents and certifies that the foregoing information and that which might subsequently be provided in response to further questions from FP and the City during the underwriting process, to the best of his/her knowledge, is true, complete and accurately describes the proposed project.

The undersigned authorizes FP and the City to any necessary credit inquiries or reference checks in order to ensure compliance with program guidelines. The FP Privacy Notice is available at www.fundingpartners.org for review. Any changes to the policy will be posted on the website.

FP and the City reserves the right to publicize its financings. If provided a loan, the undersigned borrower or sponsor authorizes the use of the development, owner, sponsor and/or program name in the information about FP and City programs.

IN WITNESS WHEREOF, the Applicant has caused this document to be duly executed in its name on this _____ day of _____, 20____.

By: _____
Applicant (Signature)

Applicant (Print Name)

Title

Organization