



# REGIONAL BUSINESS FUND, INC.

## Checklist for Downtown Façade Committee Approval

- The application is complete and the following exhibits have been provided:
  - Business tax return or balance sheet/profit and loss statements for last three fiscal years.
  - Scale drawing of proposed façade changes, construction schedule, proposed materials list & color samples with cost estimates.
  - Recent and historic photos.
  - Personal financial statement and personal tax return for the past two years of principal owners (owners with 20% or more ownership).
  - Most recent property tax bill.
- The downtown facade committee has conducted basic financial underwriting prior to approval and the recipient can repay the proposed assistance.
- Project costs are reasonable and all sources of project financing are committed.
- The project conforms to the design guidelines of the local community, the National Trust or The Main Street Center and the property is located within the downtown boundaries as designated by the local community.

### LOAN DETAILS

Borrower: \_\_\_\_\_  
 Amount: \_\_\_\_\_ (\$5,000 to \$30,000)  
 Purpose: \_\_\_\_\_  
 Term: \_\_\_\_\_ (up to 7 years)  
 Amortization: \_\_\_\_\_ (up to 15 years)  
 Repayment: Monthly principal and interest payments for the term of the loan with no deferral period will be assumed unless indicated in exceptions below.  
 Interest Rate: 0% fixed  
 Security:  x  Real Estate Mortgage on subject property (required).  
 x  Personal Guarantees (required on all owners of 20% or greater).  
 \_\_\_\_\_ Additional security should be indicated in exceptions below.

- The request complies with all requirements of Downtown Façade Loan Program policies and guidelines except as noted below.

Exceptions/Other Conditions:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Members Initials:

\_\_\_\_\_

ADMINISTERED BY:

