

CINCINNATI DEVELOPMENT FUND

1224 Race Street • Cincinnati, OH 45202

(513) 721-7211 • Fax (513) 721-7214

www.cindevfund.org

Note: Please use the "Save As" feature to save a version of this application to your computer or local server. Once completed, send via email to your Loan Officer or to info@cindevfund.org. Para obtener ayuda en otros idiomas además del inglés, por favor envíe un correo electrónico a lending@cindevfund.org.

Application for Access to Capital – Line of Credit

Amount Requested: \$		
Borrower Information		
Name (s):		
Address:		
City:	State:	Zip:
Phone No.:	Mobile No.:	Fax No.:
E-mail Address:		
Borrower Tax ID#:		
Guarantor:	SS#:	
Guarantor:	SS#:	
Will the requested loan be guaranteed by the individual applicants or members/partners? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does your organization serve low-income neighborhoods and/or special needs populations? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is collateral available to secure the Line of Credit? If Yes, please describe below. <input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Collateral Description (if not real estate; ex. - inventory, investments, etc.):</i>		

Organizational Information (Mark all that Apply)	
<input type="checkbox"/> Women-Owned Organization	<input type="checkbox"/> Minority-Owned Organization
<input type="checkbox"/> Non-profit Organization	<input type="checkbox"/> Other _____

Line of Credit Anticipated Use (Mark all that Apply)	
<input type="checkbox"/> Property Acquisition	<input type="checkbox"/> Equipment Purchases
<input type="checkbox"/> Capital Projects	<input type="checkbox"/> Other _____

If "Other" for Anticipated Use, describe the purpose of the Line of Credit:

Board of Directors – Non-profit Only	
Chair/President:	
Vice-Chair/Vice-President:	
Treasurer:	
Secretary:	

Board of Directors Committees – Non-profit Only
Identify and describe Board committees:

Property Acquisition Only	
Do you own the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Acquisition Cost \$ _____
Acquisition Date:	Is the property subject to an existing mortgage? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Address of Mortgagee:	
Current Balance \$	If you don't own the property, is it under option? <input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase price stated in option \$	Option expiration date:
Name and Address of Current Owner:	

Please attach a detailed narrative of the project with this application. Include type of project (rental or for-sale, single- or multi-family, new construction or rehabilitation, number of units to be developed, whether you own or control the property and your expected timetable). Describe whom you anticipate will live in your project, including whether you are targeting any specific household characteristics. What will be the income range of the individuals/families you expect to live there?

Please attach a copy of the option agreement and provide any additional information regarding the agreement.

Are any residential units in the property now occupied? Yes No

Is the property properly zoned for the proposed development? Yes No

If not, please explain how the applicant plans to obtain approval.

Property Acquisition – Predevelopment Budget

Source of Matching Funds:

Amount of Matching Funds \$

List the proposed uses of predevelopment funds, including the requested loan funds amount and any matching funds you expect to receive. List all services or items for which you are requesting funding (e.g., site plans, options to purchase land, etc.), the name of the person or company that will be paid, and the amount for each item.

Service or Item	Service Provider	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
	Amount Requested from Fund	\$
	Amount of Matching Funds	\$
	Total	\$

Please attach documentation of the cost of each item to be funded. This can be a bid or proposal to provide materials or services.

Impact Estimates (required)
Construction/Temporary Jobs Created:
Full-time/Permanent Jobs Created:
TOTAL JOBS CREATED:

Capital Projects Only

Project Cost \$ _____

Project Description:

Estimated Project Start Date:

Estimated Project Completion Date:

Description of Team/Employees Managing the Project:

Organizational Impact of the Project – Does the project fit within the Org’s Strategic Plan:

Community Impact of the Project:

Equipment Purchase(s) Only

Purchase Price \$ _____

Equipment Description (include VIN, mileage, etc. for vehicles):

Organizational Impact of the Purchase(s):

Attachments

The following information should be included with this application. Please mark material that is included. Failure to provide this information will hinder CDF’s ability to process your request.

Property Acquisition Only - Items requested in the application:

- List of real estate development projects completed by the applicant(s), showing for each: (1) address of the project, (2) number of units, (3) whether the project was construction or rehabilitation, (4) type of project and, for residential projects, if rental or for-sale housing, (5) year completed, (6) total project budget.
- Detailed narrative of the project, if available
- Description of development team (Architect, Engineer, General Contractor, Property Manager, Realtor)
- Copy of option agreement (if property is under option)
- Copy of bid or proposal documenting the cost of each item to be funded
- Deed or option to purchase subject property, if applicable
- Legal description of subject property, if available
- Architectural plans, if available
- Construction plans and specifications, if available
- Market study, if available
- Commitment letters for other financing, if applicable
- Environmental site assessment, if available
- Survey, if available
- Appraisal, if available

Additional items required:

- Descriptions of any unusual features that are likely to enhance the feasibility of the project or that make it a distinctive approach to revitalization
- Descriptions of similar projects that have been successfully completed and operated elsewhere by you or your organization including when they started and when they were completed
- A list of your organization’s staff, if any, and the qualifications of the people working with you that make your project more feasible
- Personal Financial Statements and tax return data for two years for LLC, all members and guarantors
- Operating budget for the current and upcoming fiscal year
- Resume of developer
- Proof of your nonprofit status, if applicable
- Corporate/LLC formation documents for borrowing entity, if applicable

Certification

I certify that all information included in and attached as part of this application is complete and correct to the best of my knowledge. I understand that CINCINNATI DEVELOPMENT FUND will rely on the accuracy of this information. I authorize the verification of all financial and other information provided in connection with this application.

Signature: _____ Date: _____

Signature: _____ Date: _____

**AUTHORIZATION FOR RELEASE OF CREDIT INFORMATION OBTAINED ON BEHALF OF
CINCINNATI DEVELOPMENT FUND**

I do hereby authorize CINCINNATI DEVELOPMENT FUND (CDF) to obtain credit information, to verify all of the information that I have provided on my application and to obtain a criminal history report for the purpose of obtaining loan funds either personally or as a guarantor for the acquisition and rehab of commercial/investment real estate.

PLEASE READ BEFORE SIGNING BELOW. APPLICATION WILL NOT BE PROCESSED WITHOUT SIGNATURE(S):

Applicant, Co-Applicant and/or Guarantor (if applicable) agree to release and indemnify CINCINNATI DEVELOPMENT FUND from all liability arising from (1) CDF's access to or disclosure of information under this application, (2) Applicant, Co-Applicant or Guarantor's use or reliance on consumer credit information, and (3) any other violations of the FCRA or other applicable laws due to the acts or omissions of CDF. Further, Applicant, Co-Applicant or Guarantor agree to release and indemnify CDF's information suppliers, their affiliate entities, as well as their officers, employees, contractors, and agents from all liability arising from CDF's client's unauthorized access, improper use, or reliance on consumer credit information provided by CDF's information supplier, pursuant to this agreement.

Any application submitted to CDF or any loan commitment issued by CDF is submitted or issued, as the case may be, in contemplation of CDF entering into a loan transaction with the applicant and for no other purpose. Specifically, any underwriting, credit report, site investigation, feasibility study, marketing study, appraisal, environmental report, architectural study or any other financial, physical or legal analysis, including, without limitation, any technical assistance or consulting services, performed by or for CDF for the purpose of evaluating an application or potential transaction or issuing a loan commitment shall be solely for the benefit of CDF, and does not inure to the benefit of any other party, including any current or prospective borrower, third party lender, governmental agency or entity or any other third party claiming or purporting to claim any interest in the transaction contemplated by an applicant's application or loan commitment. In the event any applicant fails to pursue an application or otherwise ceases to use CDF's services or an applicant's application is denied, or in the event CDF issues its commitment and the transaction for whatever reason fails to close, then neither the applicant nor any other party shall have any cause of action or recourse against CDF, its officers, employees, directors, participants or affiliates based on the application or commitment. By submitting an application, or seeking technical assistance or consulting services or by accepting a loan commitment, the applicant, along with any other parties to the contemplated transaction, consents to and agrees with the foregoing. In addition, any suggestion by CDF that a particular third party vendor, supplier or contractor may be able to provide goods or services to an applicant shall not be or be deemed to be a representation or warranty of the competence, timeliness or integrity of such vendor, supplier or contractor, and CDF shall have no liability to any applicant or potential applicant for any problems arising from the use of such vendor, supplier or contractor.

Applicant: _____ Date: _____

Guarantor: _____ Date: _____

Co-Applicant: _____ Date: _____

Guarantor: _____ Date: _____