



# APARTMENT REMODELING PROGRAM Application

## **APPLICANT INFORMATION**

Name of Applicant(s)	
Address of Subject Property	
Legal Name of Property Owner	
Applicant(s) current address	
Applicant(s) phone number	
Applicant(s) email address	
Amount of Loan Requested	

## **LENDER INFORMATION (if applicable)**

Proposed Closing Date	
Lending Institution	
Lender contact person	
Lender phone number	
Lender email address	
Mailing address	

**APPLICATION REQUIREMENTS:** A completed application packet must be received before formal review will begin.

- \$300 Application Fee
- Picture of the Property, front as well as area(s) to be improved (digital format)
- Rehabilitation Plan (use form in Attachment A)
- Copy of Bid(s)
- Evidence of financing commitment for matching funds
- Energy Audit Report (if applying for energy-efficiency improvements)

## **APPLICANT(S) SIGNATURE(S)**

Signature	Date
Signature	Date

*Date Received:* \_\_\_\_\_



## APARTMENT REMODELING PROGRAM

### Application – Page 2

#### PROJECT INFORMATION

Provide a description of improvements to be made:

Contractor(s) and subcontractors:

Company	Contact Name	Phone Number
Company	Contact Name	Phone Number
Company	Contact Name	Phone Number

#### PROPERTY INFORMATION

Total # of units in building to be improved			
Total # of units in apartment complex			
Amount of debt owed against the property			
Property value			
Rents charged by unit size			
# of bedrooms:		Rent:	
# of bedrooms:		Rent:	
# of bedrooms:		Rent:	
# of bedrooms:		Rent:	
Proposed rents following rehab (if changing)			
# of bedrooms:		Rent:	
# of bedrooms:		Rent:	
# of bedrooms:		Rent:	
# of bedrooms:		Rent:	



## APARTMENT REMODELING PROGRAM Application – Page 3

### REHABILITATION PLAN

PROPERTY ADDRESS: \_\_\_\_\_

	ITEM - DESCRIPTION	CONTRACTOR	COST ESTIMATE
	<i>Example: Replace Roof</i>	<i>A-1 Roofing</i>	<i>\$ 25,000</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
		<b>TOTAL</b>	\$

	SOURCE OF FUNDS	AMOUNT
1.	Richfield HRA	\$
2.		
3.		
4.		
	<b>TOTAL</b>	\$

*Note: Loan funds must be matched 1:1 with other funds.*

If applicable, attach plans prepared by a qualified draftsman or architect.