

# Revolving Loan Program Application



Project Name:

Project Address:

Contact Name:

Contact Address:

Telephone:

Email:

Year Business Established:

Applicant Is:

Owner	Lessee of Property	Sole Proprietorship
Partnership	Corporation	Other Business Structure
Number of Employees:	Full Time	Part Time

Brief Description of Business:

List all owners, directors, or partners having 20% or greater interest:

Project Description:

## In what ways will the project benefit the community?

- Increase tax value
- Improve curb appeal/aesthetics
- Safety or security upgrades
- Accessibility improvements
- Job creation or retention                      jobs created                      jobs retained
- Improved building longevity
- New or retained business
- Energy efficiency upgrades/weatherization
- Creating services not currently available in a community
- Other:

**Project Costs**

Acquisition	
Exterior Renovation	
Interior Rehabilitation	
Land/Site Improvements	
Utility Improvements	
Machinery/Equipment	
Design Services	

**Project Financing**

Personal Funds	
Lender Funds	
RACK Funds Requested	
Other	

**Existing Building Conditions**

If building is owned by applicant:

Acquisition Date	
Purchase Price	
Existing Mortgage Balance	
Land Contract Balance	
Monthly Mortgage Payment(s)	
Recent Appraised Value	

If building is leased by applicant:

Annual Rent	
Lease Termination Date	
Name of Building Owner	
Address of Building Owner	

**Application Agreement**

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a loan under the Commercial Revolving Loan Program and is true and complete to the best of the applicant's knowledge.

The applicant further certifies that they are the owner of the property described in this application, or the lessee with proof of the owner's consent to improve said property.

The applicant further certifies that the loan proceeds will be used for the work and materials identified in this application and will abide with all provisions and guidelines of the Commercial Revolving Loan Program.

The applicant further authorizes disclosure of all financial information submitted in connection with this application by and between the Redevelopment Authority of the City of Kaukauna and any lender agreeing to participate with the applicant's loan through this program.

Signature of Applicant

Date

Signature of Applicant

Date

## Application Forms & Checklist

The RACK loan application forms are included on the preceding pages. Please complete all fields on the form for the appropriate loan. If you need more space, you can include additional information as attachments to the form. Please indicate this by writing “attached” in the relevant field(s). If you need assistance with the form, please contact the Planning and Community Development Director.

### Application Checklist

Please review this checklist prior to submitting your loan application to ensure all needed information is included. Descriptions of each item can be found in the Loan Application Package section of this guide.

1	Completed Application Form	
2	Business Description	
3	Business Performance History & Projections	
4	Business Plan	
5	Project Description	
6	Description of Need	
7	Estimates	
8	Financial Statements	
9	Copy of Bank Loan Application Materials	
10	Commitment from Private Lenders (if applicable)	
11	Proof of Personal Financial Commitment	
12	Proof of Landlord Consent (if applicable)	
13	Exterior Improvement Visuals (if applicable)	

