

Town of Johnson Housing Improvement Program
Revolving Loan Fund Application

Date rec'd: _____

Tax Map #: _____

Applicant's name(s): _____

Physical address: _____

Mailing address: _____

Phone (work): _____ (home): _____ (cell): _____

Email: _____

Street address of property to be improved: _____

If the property is owned by a corporation:

Name of corporation: _____

Your title and % ownership: _____

Is the property Owner Occupied (Do you live in the property to be improved)? Yes No

If the property is owner occupied, are there any other living units (accessory or rental) in the property? ___ Yes ___ No

If yes, will the loan be used for improvements to any of those living units? ___ Yes ___ No

PLEASE NOTE: As a condition of Johnson Revolving Loan Fund review and approval you must have submitted your project to and been preliminarily or conditionally approved by a duly constituted state or non-profit agency specializing in and providing funding for housing issues.

What agencies or entities have you submitted your project to and received preliminary or conditional approval from? List all

Provide a brief description of the improvements you propose to make with the help of a loan from the Revolving Loan Fund?

What is the estimate of the cost of the proposed work? \$ _____

List all sources of funds (except RLF) and their amounts

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
	Sub Total \$ _____

Amount of funds requested from the Revolving Loan Fund \$ _____
Total All Funds (must equal estimate) \$ _____

Signature: _____ Date: _____
Printed name: _____

Signature: _____ Date: _____
Printed name: _____

CHECKLIST FOR APPLICANTS

Applicant must submit complete copies of applications and preliminary or conditional approvals for any and all agencies or entities who have reviewed and approved the project subject to this loan.

If any of the below checklist items are NOT contained in those applications, then please provide them separately:

- General Financial Statement***
- Form 1040***, copies from past two years of federal income tax returns (front and back, including your signature)
- Credit references***, submit a minimum of three written credit references with contact information

- Property Financial Statement**
- Schedule E** (or Form 8825), copies from past two years federal income tax returns
- Rental agreements (if applicable)**, copies of tenants' rental agreements (if the same form is used for all tenants in the building, submit any one agreement)

- Project work plan**
- Project budget**, itemize sources of project funding including the Town loan and itemize all uses of funds
- Contractor's bid or estimate**, showing a detailed breakdown of costs
- Loan agreements**, or other evidence of availability, for all other funds that will be used to help pay for the work
- application fee**, payable to the Town of Johnson

* Starred items will be treated confidentially by loan coordinator and the loan review committee that reviews creditworthiness. These items will not become part of public record.