



Where Great Things Are Happening!

FAÇADE IMPROVEMENT LOAN APPLICATION

Thank you for requesting a Gloucester City façade improvement loan application. Loans are only available to for-profit businesses located within the Gloucester City limits. We can fund a maximum of \$5,000 for the façade improvement at a fixed rate of 1% payable over a 60 month/5 year period (per address).

The application is designed to provide Gloucester City with sufficient information to permit effective consideration of your loan request. A fully completed application will eliminate unnecessary delays.

Our loan approval process depends on receiving accurate and timely information from you. Upon submitting your application to the Office of the City Administrator, your application will be passed onto the Gloucester City Chief Financial Officer for a credit check review. The application will then be reviewed by the Finance Committee at their regular scheduled meetings, which take place on the 2nd Monday of every month. A complete loan package must be received at least two weeks prior to the meeting you wish to have your loan discussed, in order to be considered at that month's meeting. After Finance Committee approval, all applications will be submitted to City Council for resolution so they may take action to determine project eligibility and to authorize the issuance of funds. Upon their approval the loan check will be cut and the closing date scheduled.

All in all, from the time you submit your full application until the loan paperwork is fully processed it takes about 30-60 days. Please note: all submitted information is kept highly confidential. The only people who view the paperwork you submit is the Gloucester City Chief Financial Officer, the City Solicitor, the City Administrator, and the Director of Community Development.

In order to apply, please return the completed application and all requested documentation to Office of the City Administrator, Gloucester City Municipal Building, 512 Monmouth Street, Gloucester City, NJ 08030. Attach a \$50.00 non-refundable application fee payable to the City of Gloucester.

For specific questions or concerns, contact Regina Dunphy at (856) 456-6075.

Please Note: This application will be considered incomplete and returned to applicant if appropriate signatures are not included, items are not answered, the checklist is not completed, or required attachments are not included.

I. APPLICANT INFORMATION:

Applicant's Legal Business Name: _____

Applicant's Name/Contact person: _____

Business Fed I.D. #: _____

Type of Business: _____

Business Address: _____

Daytime Phone #: _____

Fax #: _____ Email: _____

Applicant is: _____ Property Owner _____ Tenant

Name of Property Owner: _____

Address of Property Owner: _____

Phone # of Property Owner: _____

II. PROJECT INFORMATION:

Total Project Cost: \$ _____

Amount of Financing Requested: \$ _____

(maximum façade loan is \$5,000 per storefront)

Brief description of work to be done (attach additional pages if necessary):

III. DESIGN INFORMATION:

In order to improve my façade, I am requesting funding for the following project(s):

- | | |
|---|---|
| <input type="checkbox"/> Cleaning and painting | <input type="checkbox"/> New awnings |
| <input type="checkbox"/> Building mounted façade lighting | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Window repair/ replacement | <input type="checkbox"/> Fascia and cornice repair/ replacement |
| <input type="checkbox"/> Gutter repair/ replacement | <input type="checkbox"/> Code violation eradication |
| <input type="checkbox"/> Entryway repair/ replacement/upgrade | <input type="checkbox"/> Sidewalk repair/ replacement/upgrade |
| <input type="checkbox"/> Exterior wall repairs | |
| <input type="checkbox"/> Roof repair/replacement | |

IV. APPROVAL REQUIREMENTS:

The following attachments must be submitted by the applicant before a façade improvement loan will be issued.

- Fully completed and original signed application
- Two (2) copies of completed application
- All appropriate signatures
- Two (2) different photographs of the existing full front façade of the property
- Two (2) different photographs of the work area to be repaired on the facade

V. PROPERTY OWNER'S AUTHORIZATION:

I hereby certify that I own the property located at _____ in Gloucester City, NJ and that I/we are the property owner(s) of Block(s)_____, Lot(s) _____ on the tax map of the City of Gloucester, which is the subject of this application. The said application is authorized by me/us.

Signature of Property Owner

Date

VI. BUSINESS OWNER'S AUTHORIZATION:

I hereby certify that I am the business owner of _____ located at _____ in Gloucester City, NJ [Block(s)_____, Lot(s) _____ on the tax map of the City of Gloucester, which is the subject of this application. The said application is authorized by me/us and that I give full consent to the façade changes being applied for.

Signature of Business Owner

Date

VII. APPLICANT CONSENT:

I/We authorize the City of Gloucester to investigate my/our personal and business financial credit history as necessary to process a façade improvement loan application. The undersigned authorize any person or consumer reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. The undersigned, in applying for financial assistance from the City of Gloucester, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable. The purpose of the loan is to support business activities for which traditional credit is not otherwise available on terms and conditions, which would permit the completion or operation of the project.

Signature/Title of Applicant

Date

Signature/Title of Applicant

Date

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administrates compliance with this law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Room 500, 633 Indiana Avenue, N.W., Washington, DC 20580.

Office Use Only:

Received by: _____ Date: _____

Date sent to CFO: _____ Date returned from CFO: _____

Finance Committee: Approved Denied Date: _____

City Council: Approved Denied Date: _____ Resolution #: _____