

CITY OF HAYWARD
TENANT IMPROVEMENT LOAN FUND APPLICATION

PART I. GENERAL INFORMATION

INFORMATION PROVIDED IN THIS APPLICATION IS SUBJECT TO THE PUBLIC RECORDS AND BROWN ACTS. GENERAL INFORMATION WILL BE DISCLOSED TO THE LOAN REVIEW COMMITTEE AS PRESENTED.

A. PROPERTY LOCATION

BUILDING NAME (IF APPLICABLE): _____

ADDRESS: _____

SQUARE FOOTAGE OF STREET LEVEL RETAIL SPACE: _____ (NET LEASABLE)

PROJECTED SALES PER SQUARE FOOT: _____ (ANNUAL)

VACANT SINCE: _____

B: COMPANY/BUSINESS INFORMATION

NAME: _____

ADDRESS: _____

MAILING ADDRESS: _____
(if different from above)

TELEPHONE #: _____ EMPLOYER FEDERAL I.D. #: _____

EMAIL ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

TYPE OF BUSINESS/PRODUCT/RETAIL FOCUS PROPOSED:

BUSINESS LEGAL STRUCTURE: _____ SOLE PROPRIETORSHIP
_____ PARTNERSHIP
_____ CORPORATION

YEARS IN BUSINESS: _____ IF INCORPORATED, DATE: _____

EMPLOYMENT

NUMBER OF EMPLOYEES AT PROPOSED LOCATION: _____

FULL TIME: _____ PART TIME: _____

D. OTHER RETAIL BUSINESSES OWNED & OPERATED

NAME: _____

BUSINESS LOCATION: _____

TELEPHONE: _____ EMPLOYER FEDERAL I.D. # _____

CONTACT PERSON: _____ TITLE: _____

TYPE OF BUSINESS/PRODUCT/RETAIL FOCUS: _____

BUSINESS LEGAL STRUCTURE: _____ SOLE PROPRIETORSHIP
_____ PARTNERSHIP
_____ CORPORATION

YEARS OWNED/OPERATED: _____ IF INCORPORATED, DATE: _____

EMPLOYMENT

NUMBER OF EMPLOYEES: _____
FULL TIME: _____ PART TIME: _____

NUMBER OF PROPOSED EMPLOYEES EARNING:
_____ UNDER \$15,000/YR _____ \$15,000-25,000/YR _____ OVER \$25,000/YR

E. TENANT IMPROVEMENT COSTS

SUMMARY OF PROPOSED TENANT IMPROVEMENTS: (CAN SUBMIT AFTER PRELIMINARY APPROVAL, SCOPE OF WORK, AND ARCHITECTURAL DESIGNS ARE COMPLETED):

(ATTACH SCOPE OF WORK & PROJECT COSTS)

TOTAL PROJECT COSTS: _____

PROJECT FUNDING:
AMOUNT REQUESTED FROM TENANT IMPROVEMENT LOAN FUND: \$ _____
COST PER SQUARE FOOT: \$ _____
OWNER MATCH*: \$ _____
AMOUNT OF BANK/OWNER/PRIVATE FINANCING: \$ _____

COLLATERAL OFFERED CITY: _____

***IF BANK FINANCED:**
NAME: _____ ADDRESS: _____ CONTACT: _____

IF OWNER/PRIVATE FINANCING, WHERE ARE FUNDS COMING FROM: _____

IF BUILDING OWNER CONTRIBUTION AMOUNT: \$ _____

F. DISCLOSURES

WHEN ANSWERING THE FOLLOWING QUESTIONS, PLEASE PROVIDE UNDER “COMMENTS”, DETAILS TO ANY QUESTIONS, WHICH ARE ANSWERED AFFIRMATIVELY. AN AFFIRMATIVE ANSWER TO ANY QUESTION WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, FALSE RESPONSES ARE GROUNDS FOR IMMEDIATE DISQUALIFICATION.

1. HAVE YOU OR ANY OTHER PRINCIPAL FILED FOR PROTECTION UNDER BANKRUPTCY LAWS DURING THE PERIOD FOR WHICH DISCLOSURE OF SUCH FILING IS REQUIRED?
YES _____ NO _____
2. ARE YOU OR ANY OTHER PRINCIPAL A PARTY TO ANY PENDING LITIGATION?
YES _____ NO _____
3. HAVE YOU EVER BEEN CONVICTED OF A FELONY?
YES _____ NO _____
4. ARE YOU OR ANY OTHER PRINCIPAL PRESENTLY DELINQUENT OR INVOLVED IN A WORK OUT FOR ANY CITY, COUNTY, STATE OR FEDERAL TAXES FOR WHICH YOU ARE LIABLE AND IS A MATTER OF PUBLIC RECORD?
YES _____ NO _____
5. DOES YOUR BUSINESS USE, STORE, OR DISPOSE OF HAZARDOUS MATERIALS SUCH AS ANY PETROLEUM PRODUCTS, CHEMICALS, DYES, SOLVENTS, ASBESTOS, OR PCBs?
YES _____ NO _____
6. HAS YOUR BUSINESS EVER RECEIVED NOTICE OF VIOLATION OF ENVIRONMENT LAWS OR REGULATIONS?
YES _____ NO _____
7. TO THE BEST OF YOUR KNOWLEDGE, HAVE ANY PRIOR OWNERS OR TENANTS OF YOUR FACILITY OR SITE USED, STORED, OR DISPOSED OF HAZARDOUS MATERIALS SUCH AS ANY PETROLEUM PRODUCTS, CHEMICALS, DYES, SOLVENTS, ASBESTOS, OR PCBs?
YES _____ NO _____
8. TO THE BEST OF YOUR KNOWLEDGE, HAVE ANY PRIOR OWNERS OR TENANTS OF YOUR FACILITY OR SITE BEEN IN VIOLATION OF ENVIRONMENTAL LAWS OR REGULATIONS? (ATTACH ANY ENVIRONMENTAL REPORTS—PHASE I WHEN AVAILABLE)
YES _____ NO _____
9. ARE YOU OR ANY OTHER PRINCIPAL OR FAMILY MEMBERS OR BUSINESS AFFILIATES RELATED TO OR ASSOCIATED WITH ANY MEMBERS OF THE CITY OF HAYWARD LOAN REVIEW COMMITTEE?
YES _____ NO _____

(See list of members attached)

COMMENTS: _____

(PLEASE ATTACH ADDITIONAL SHEETS IF NECESSARY)

SIGNATURES

APPLICANT(S) HOLD HARMLESS THE CITY OF HAYWARD, ITS OFFICERS, EMPLOYEES, AND AGENTS FROM ANY DAMAGES RESULTING FROM THE PROCESSING OF THIS APPLICATION AND ALL LIABILITY IN THE EVENT THE APPLICANT (S) IS NOT SUCCESSFUL OR IS DELAYED IN OBTAINING FINANCIAL ASSISTANCE FROM THE CITY OF HAYWARD OR ANY OTHER PUBLIC OR PRIVATE SOURCE.

APPLICANT(S) AUTHORIZES THE CITY OF HAYWARD TO HAVE ACCESS TO INFORMATION FROM CREDIT REPORTING AGENCIES AND AUTHORIZES THE CITY OF HAYWARD TO DISCUSS CREDIT/FINANCIAL INFORMATION WITH ANY PERSON, INSTITUTION, OR ENTITY THE CITY CONSIDERS NECESSARY TO CONTACT IN THE PROCESSING OF THIS APPLICATION.

SIGNATURES(S) BELOW INDICATE AGREEMENT WITH BOTH THE HOLD HARMLESS AND AUTHORIZATION CLAUSES ABOVE:

SIGN _____ TITLE _____ DATE _____

SIGN _____ TITLE _____ DATE _____

COMPLETED APPLICATIONS SHOULD BE SUBMITTED TO THE ATTENTION OF GLORIA ORTEGA, CITY OF HAYWARD, REDEVELOPMENT AGENCY, 777 B STREET, HAYWARD, CA 94541-5007. FOR MORE INFORMATION PLEASE CALL (510) 583-4262. PLEASE REMEMBER TO INCLUDE THE \$35 APPLICATION FEE WITH YOUR COMPLETED LOAN APPLICATION. CHECKS SHOULD BE MADE PAYABLE TO: CITY OF HAYWARD.

PROPRIETARY INFORMATION INCLUDES DISCLOSURE WHICH WILL BE SUMMARIZED BY THE DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT FOR PRESENTATION TO THE LOAN REVIEW COMMITTEE.

C. **ATTACHMENTS**

THE FOLLOWING DOCUMENTATION IS REQUIRED OF ALL LOAN APPLICANTS:

(Additional information may be subsequently required)

- _____ SCOPE OF WORK AND BUDGET* (Can be submitted after preliminary loan approval)
- _____ CONTRACTOR REQUIREMENTS* (Can be submitted after preliminary loan approval)
- _____ BACK-UP DOCUMENTATION/ESTIMATES (From suppliers or contractors to support costs of items/services to be purchased with loan funds)
- _____ COMPLETE BUSINESS TAX RETURNS (Corporate/partnership; last three years)
- _____ COMPLETE PERSONAL TAX RETURNS (Last 2 years for individuals who own 20% or more of business; sole proprietorships should include complete business portion of tax return.)
- _____ PERSONAL FINANCIAL STATEMENTS* (Individuals who own 20% or more of business and all corporate officers.)
- _____ EVIDENCE OF WORKING CAPITAL (Submit current bank statements showing reserves equal to three months of the gross monthly rent.)
- _____ RESUME* (Owners/officers/management)
- _____ LETTER OF INTENT, BUILDING LEASE, OR EVIDENCE OF OWNERSHIP
- _____ MAINTENANCE STANDARDS AGREEMENT
- _____ ARTICLES OF INCORPORATION/BY-LAWS or PARTNERSHIP AGREEMENT
- _____ BUSINESS NARRATIVE*, and/or BUSINESS PLAN*, and/or FRANCHISE AGREEMENT
- _____ MARKETING BROCHURES/INFORMATION
- _____ BUSINESS LICENSE
- _____ OTHER: _____

_____ Date _____
Signature

***Forms and guides are available through the Department of Community and Economic Development for items marked with an asterisk (*). Should you need assistance, please call Gloria Ortega at 510/583-4262.**