

## Checklist for Downtown Facade Committee Approval

- The downtown facade committee has conducted basic financial underwriting prior to approval and the recipient can repay the proposed assistance.
- Project costs are reasonable and all sources of project financing are committed.
- Private capital is invested.
- The project conforms to the design guidelines of the local community, the National Trust or The Main Street Center and the property is located within the downtown boundaries as designated by the local community.

**LOAN DETAILS**

Business: \_\_\_\_\_  
Amount: \_\_\_\_\_ (\$5,000 to \$30,000)  
Purpose: \_\_\_\_\_  
Term: \_\_\_\_\_ (up to 15 years)  
Amortization: \_\_\_\_\_ (up to 15 years)  
Repayment: Monthly principal and interest payments for the term of the loan with no deferral period will be assumed unless indicated in exceptions below.  
Interest Rate: 0% fixed  
Security:   x   Real Estate Mortgage on subject property (required).  
  x   Personal Guarantees (required on all owners of 20% or greater).  
\_\_\_\_\_ Additional security should be indicated in exceptions below.

- The request complies with all requirements of Downtown Façade Loan Program policies and guidelines except as noted below.

Exceptions/Other Conditions:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Date: \_\_\_\_\_

Committee Members Initials:

\_\_\_\_\_  
\_\_\_\_\_