

Corporation of the City of North Bay
Downtown Financial Incentive Program
Loan Form



CONTACT INFORMATION

Address of Project: _____

Name of Property Owner: _____

Name of Applicant (if different from Owner): _____

Name of Business: _____

Contact Name: _____

Telephone #: _____

Email Address: _____

Mailing Address: _____

PROJECT DESCRIPTION

Brief history of business (year established, change in ownership, description of clients/markets, etc.)

Describe in detail the work to be done.

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Name of qualified contractor undertaking the project.

PROJECT BENEFITS

Describe how proposed works will improve the interior and/or exterior of the building, (i.e. including how they address Building/Fire code issues).

Describe the benefits this project will have on your business and/or the Downtown. (i.e. new permanent and short-term jobs created, streetscape improvement, etc.)

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PROJECT BUDGET

EXPENSES	AMOUNT	SOURCES	AMOUNT
Consultant/Contractor fees	<input type="text"/>	Applicant	<input type="text"/>
Materials/Equipment	<input type="text"/>	City of North Bay	<input type="text"/>
Other (please list)		Other sources (please list)	
1. _____	<input type="text"/>	1. _____	<input type="text"/>
2. _____	<input type="text"/>	2. _____	<input type="text"/>
3. _____	<input type="text"/>	3. _____	<input type="text"/>
4. _____	<input type="text"/>	4. _____	<input type="text"/>
5. _____	<input type="text"/>	5. _____	<input type="text"/>
6. _____	<input type="text"/>	6. _____	<input type="text"/>
7. _____	<input type="text"/>	7. _____	<input type="text"/>
TOTAL	<input type="text" value="\$0.00"/>	TOTAL	<input type="text" value="\$0.00"/>

INDEBTEDNESS

Appraised value of the downtown building:

List all existing mortgages/liens on this property as of the date of application:

	Amount Owning	Owed To	Maturity Date	Annual Payment	Arrears
First loan / Mortgage					
Second loan Mortgage					
Other					

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BACKGROUND

Building Permit Number: _____

Permit Application Date: _____

Value of Project (from Building Permit): _____

Building Permit Fees Paid: _____

Other Fees Paid: _____

Have You Previously Applied to DCIP? Yes No
If Yes, Please Provide Details:

Date of Application _____

Funding Received _____

Work Completed:

Are there any Outstanding Work Orders on this Property?
If Yes, Please Identify the Nature of the Work Order(s):

Fire Prevention Yes No

Property Standards Yes No

Building Code Yes No

By-Law Enforcement Yes No

Attach copies of existing work orders to this application, if applicable
Contact: Gwen Parks, 474-0400, ext. 4834

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REQUIRED ATTACHMENTS

Applications will not be reviewed unless all required attachments are received. A copy of each of the following is required:

- Business Plan (for new businesses or businesses in existence for less than three years)
- Most recent financial statements (for businesses in existence for three years or more)
- Most current property-tax receipt
- Minimum of two quotes for all work to be undertaken
- All relevant studies/drawings
- Proof of ownership of property
If the applicant is not the owner of the building, a copy of the lease (minimum of five (5) years in length) AND the owner's written permission for all proposed work must be submitted with this application.
- Facility appraisal documents
- All necessary work permits (i.e. building, demolition, etc)

Please note that the Corporation reserves the right to conduct a background and credit check as it deems necessary. You may be contacted to provide the following information:

Full Name

Date of Birth

Social Insurance Number

CERTIFICATION

All information provided is kept strictly confidential subject to the Municipal Freedom of Information Act and the Corporation financial reporting duties.

The Applicant consents to the use of its name and address in connection with any program funding announcements.

I/We hereby apply for a loan commitment under this program. I/We agree to abide by the terms and conditions of the loan program. I/We understand that the loan can be reduced or cancelled if the agreed work is not completed or if contractors/suppliers are not paid. I/We hereby certify that the information given herein is true, correct and complete in every respect and may be verified by the Corporation. If any information provided is or subsequently becomes untrue, incorrect and/or incomplete, the Corporation may immediately cancel the loan and full repayment of any money already advanced, with interest, shall become due and payable. Any failure on behalf of the Corporation to verify the information provided is not a waiver of the Corporation's rights. I/We are aware that I/we will sign a promissory note agreeing to repay the loan and a lien may be registered on title of property(ies) at the discretion of the Corporation. I/We are not involved in any action or proceeding involving a claim for damage with the Corporation.

I agree that all expenses incurred prior to written approval from the City will be deemed ineligible and may result in this and any associated applications being disqualified.

Signature of Property Owner or Applicant

Date

Signature of Property Owner or Applicant

Date