

# LOAN APPLICATION

This application must be submitted online in ZoomGrants. <https://www.zoomgrants.com/zgf/NOAH>

If you have questions or require assistance, please call PHCD at (786) 469-2165 or email [CommunityDevelopmentServices@miamidade.gov](mailto:CommunityDevelopmentServices@miamidade.gov)

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone: (\_\_\_\_) \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

Property Address: \_\_\_\_\_ Property City: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

1. No. of Buildings \_\_\_\_\_ 2. No. of Apartment units \_\_\_\_\_ 3. No. of parking spaces \_\_\_\_\_

4. No. of Stories \_\_\_\_\_ 5. No. of Commercial units \_\_\_\_\_ 6. Is Building vacant? \_\_\_\_\_

7. Year built \_\_\_\_\_ 8. Current Rent \$ \_\_\_\_\_/month 9. Proposed Rent \$ \_\_\_\_\_/month

Applicant is:  Individual(s) or General Partnership  Limited Partnership  Corporation  LLC

Organization's Dun & Bradstreet D-U-N-S # (Required): \_\_\_\_\_

I. PROPOSED PROJECT COST		II. PROPOSED SOURCE OF FUNDS	
Purchase or refinance	\$ _____	PHCD Loan	\$ _____
Rehabilitation	\$ _____	Other loan(s) (including equity)	\$ _____
10% contingency reserve	\$ _____		\$ _____
Construction period interest*	\$ _____	<b>Total</b>	\$ _____
Construction period property taxes*	\$ _____		
Construction period insurance*	\$ _____		
Construction period rentup cost*	\$ _____		
Financing Fee	\$ _____		
<b>Total Proposed Project Cost</b>	<b>\$ _____</b>		
Number of months from closing to construction completion _____			
*PHCD will calculate these for you			

## SCOPE OF WORK NARRATIVE:

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**AGREEMENT:** The undersigned applies for the loans in this application to be secured by a mortgage on the property described herein, and represents that the property will not be used for any illegal or restricted purpose, and that all statements made in this application and the attachments are true and are made for the purpose of obtaining the loan. Verification and other relevant information may be obtained from any source named in this application and/or in attachments. PHCD is authorized to discuss this Application and information contained herein or in the exhibits and attachments hereto with any necessary party referenced herein. Applicant authorizes PHCD to run a credit check for purposes of this application.

Reasonable access to the property will be provided for PHCD's staff or its agents. The property title holder authorizes the release to PHCD of any existing municipal code inspection reports cited against the subject property.

The undersigned assumes responsibility for selecting and using contractors which conform to PHCD standards. PHCD does not warrant the performance of any contractor.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**APPLICATION CHECKLIST (Tab 1)**

- Loan Application \_\_\_\_\_
- Statement of Property Ownership \_\_\_\_\_
- Statement of Rental Income \_\_\_\_\_
- Statement of Operating Expenses \_\_\_\_\_

Rehabilitation Plan documents:

- Narrative Scope of Work \_\_\_\_\_
- Project Budget \_\_\_\_\_
  
- Contractor Information Form \_\_\_\_\_
- Rehabilitation Schedule \_\_\_\_\_
  
- Pictures of exterior and interior of site \_\_\_\_\_

**In addition to completing and returning the above forms, the following documents must be provided:**

- If not personally managed, name and address of proposed property manager and listing of properties and number of units currently managed (Tab 2) \_\_\_\_\_
- Evidence of site control: deed, signed sales contract, option agreement or contract purchase articles of agreement (Tab 3) \_\_\_\_\_
- Evidence of insurance on the property (Tab 4) \_\_\_\_\_
- Current rent roll (Tab 5) \_\_\_\_\_
- Copy of partnership (general or limited) agreement or, if applicable, other organizational documents (i.e., articles of incorporation, bylaws, corporate resolutions, etc.) (Tab 6) \_\_\_\_\_
- Copy of most recent real estate tax bill (Tab 7) \_\_\_\_\_
- Executed Construction Contract for all trades/scope of work (Tab 8) \_\_\_\_\_
- Statement of the actual cost of goods, services and equipment proposed in the project (Tab 9) \_\_\_\_\_
- Floor plan drawings, architectural plans engineering reports (if applicable) (Tab 10) \_\_\_\_\_