



Rental Housing Incentive Loan Program Addendum

Will the property be purchased in the name of a business? Yes No

Name of Business: _____

Type Of Business Sole Proprietor LLC Partnership Corporation

Other please describe: _____

Federal Tax Identification Number: _____

Business Owner(s) and Key Management:

Name	Social Security #	Position/Title	% Business Owned	Complete Address

Three Professional References:

Name:	Address:	Phone #:	Email Address:

- Required Documentation for Loan Processing**
- Current financial statements of business (1-3 years)**
- Bank Statements (2 months) Personal & Business if Applicable**
- Paystubs (2 months)**
- Complete Tax returns, including W2's and any schedules, for 3 years (personal and business)**
- Personal financial statement of borrower(s)**
- Year To Date Profit & Loss Statement if self employed**
- Copy of Articles of Incorporation, if applicable or LLC**
- Description of property (tax parcel identification)**



- Complete PROFORMA (excel spreadsheet)**
 - Detailed project description, including construction specifications – materials and labor,**
 - Detailed project budget**
 - Project Cash flow and financial projections, including:**
 - Monthly cash flow projection for at least 24 months**
 - Income and expense projections for 5 years**
- Business and/or personal references (3)**
- Sample Lease**
- Tenant Selection Plan**

Applicant Authorized Signature

Date

Applicant Authorized Signature

Date

- Additional Documents May be Requested During Loan Processing**
 - Fees and Expenses:**
 - Application Fee**
 - Credit Check Fee**
 - Appraisal**
 - Closing Cost**