



## **Interstate Historic Preservation Trust Fund**

A Revolving Loan Program for Historic Districts Impacted by Interstate Construction

### **CHECKLIST**

All responses must be typed or printed in ink and confined to the spaces provided. Each application submitted must be complete (including required attachments) and received by **3:00 P.M.** local time on **January 27, 2021**. Applications received after the submission deadline will not be considered.

### **MAIL or DELIVER COMPLETED APPLICATIONS TO:**

**PURCHASING DEPARTMENT**

**CITY OF TAMPA**

**306 E. Jackson St., 2E**

**Tampa, FL 33602**

---

A COMPLETE Application Packet for the Trust Fund includes:

- ☐ APPLICATION INSTRUCTIONS
- ☐ PROCEDURES AND STANDARDS
- ☐ **EXHIBIT A - APPLICATION FORMS PART I AND PART II**
- ☐ **EXHIBIT B - PROJECT FINANCIAL PLAN WORKSHEET**
- ☐ **EXHIBIT C - FINANCING DUE DILIGENCE WORKSHEET**
- ☐ **EXHIBIT D - AFFIDAVIT TO AUTHORIZE AGENT**
- ☐ **EXHIBIT E - FINANCIAL EVALUATION AUTHORIZATION FORM**
- ☐ **EXHIBIT F - LOAN UNDERWRITING FORM**
- ☐ **EXHIBIT G - AGREEMENT AND DECLARATION OF COVENANTS AND RESTRICTIONS**

---

### **NECESSARY ENCLOSURES: THESE DOCUMENTS MUST BE SUBMITTED WITH THE TRUST FUND APPLICATION IN ORDER FOR THE APPLICATION TO BE CONSIDERED COMPLETE.**

- ☐ Application Forms, Part I and II (**EXHIBIT A**)
- ☐ Please attach a commitment letter to evidence each funding source listed in the **PROJECT FINANCIAL PLAN WORKSHEET (EXHIBIT B)**.
- ☐ Complete the **FINANCING DUE DILIGENCE WORKSHEET (EXHIBIT C)**. Please provide a copy of the outcome letter from each conventional funding source.
- ☐ Complete the **AFFIDAVIT TO AUTHORIZED AGENT (EXHIBIT D)**, if anyone will be representing the property owner(s).
- ☐ Complete the **FINANCIAL EVALUATION AUTHORIZATION FORM (EXHIBIT E)**.
- ☐ Complete the **LOAN UNDERWRITING FORM (EXHIBIT F)**.
- ☐ Complete the **AGREEMENT AND DECLARATION OF COVENANTS AND RESTRICTIONS (EXHIBIT G)**.