



City of Tampa

Jane Castor, Mayor

**Planning and Development
Development & Growth Management**

RENTAL REHABILITATION LOANS

2020 Loan Application

Published: November 20, 2020

Submission of applications by mail, hand delivery or express mail must be in a sealed envelope with the Bidder's name and return address indicated. **Type or print the Application Title on the carrier envelope.** Address the application envelope as follows:

Purchasing Department
Tampa Municipal Office Building, 2nd Floor
306 E. Jackson Street
Tampa, Florida 33602

(This address is appropriate for mailing,
hand delivery and express mail.)

The Tampa Municipal Office Building is a controlled access building and all visitors are required to obtain a Visitor's Pass prior to visiting the Purchasing Department.

Applications shall be accepted no later than **5:00 p.m. December 29, 2020** (EST). The Application Opening shall be thereafter and open to the Public. All Applications received after the due date and time shall be rejected. Offers by telegram, telephone or transmitted by facsimile (FAX) machine are not acceptable. No Application may be withdrawn or modified after the time fixed for the opening of bids.

Questions can be directed to Marquaz McGhee Community Development Specialist
Marquaz.McGhee@tampagov.net
Phone 813.274.7938

RENTAL REHABILITATION LOAN PROGRAM APPLICATION

PART I: PROPERTY AND OWNERSHIP INFORMATION

1. PROPERTY IDENTIFICATION	
Building/Property Name :	
Building/Property Address:	
Parcel Number/Tax ID #:	

2. PROPERTY OWNERSHIP AND MANAGEMENT	
Building Owner Name:	Property Manager:
Address:	Address:
City/Zip:	City/Zip:
Phone:	Phone:
E-mail:	E-mail:

Describe property ownership structure (e.g. private corporation, private individual)

Property is not subject to any rent or income restriction, except a tax exemption program: Y or N

Is the property currently undergoing, or will it undergo within the next 12 months, sale or transfer of ownership or management? If yes, describe:

3. PROPERTY DETAILS	
Number of Residential Units:	Proposed Affordable Units:
Number of Stories:	Water Heating Source Type:
Number of Buildings (if a complex):	Year Property Built:
Year Property was Purchased by Applicant:	

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Are utilities separately metered for each living unit?

What utilities are included with the rent?

Is parking provided with rent? If no, please indicate monthly parking fee.

Describe any indoor common areas (e.g. dining halls, kitchens, laundry rooms).

Total square footage _____

Description:

Does the property contain any retail/commercial spaces? If yes, describe and include total square footage.

Total square footage _____

Description:

4. PROPERTY CONDITION & PREVIOUS RENOVATIONS

Describe the overall condition of the building, including any known structural issues or defects. Include any information on when the property was last renovated and what was done. If available, include permit numbers for past work.

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5. REHABILITATION SCOPE OF WORK

Describe what repairs and improvements you would like to finance with the Rental Rehabilitation Loan. If you have a rehabilitation budget or bids from contractors, please attach.

6. FINANCIAL INFORMATION

Submit the following along with the loan application form:

- Three years of most recent property financial statements (income statement with detailed expenses and balance sheet)
- Three years of most recent federal tax filings for the property
- Three months of bank statements for the property
- Rehabilitation budget and/or bids from contractors for proposed work
- Unit, Rent and Income Form (Attachment A)

City of Hampa (COT) will also need to review the following for the owner/business entity: three years of detailed income statements and balance sheets, three years of federal tax filings and one month of bank statements. Please contact **707** to learn more about how to submit the documents.

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Acknowledgement and Agreement

The undersigned specifically acknowledge(s) and agree(s) that: (1) the loan requested by this application will be secured by a mortgage or deed of trust on the property described herein; (2) the property will not be used for any illegal or prohibited purpose or use; (3) all statements made in this application are made for the purpose of obtaining the loan indicated herein; (4) verification or re-verification of any information contained in the application may be made at any time by the Lender, its agents, successors and assigns, (5) if any circumstances change prior to closing, I/we understand we must provide updated information; (6) the Lender, its agents, successors and assigns make no representations or warranties, express or implied, to the Borrower(s) regarding the property, the condition of the property, or the value of the property.

Certification: I/We certify that the information provided in this application, including Attachment A: Unit, Rent and Income Form, which is hereby incorporated into this application, is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq. And liability for monetary damages to the Lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made in this application.

Print: Owner Name

Owner Signature

Date

Print: Owner Name

Owner Signature

Date

