



Interstate Historic Preservation Trust Fund Loan Program
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. The application submitted must be completely filled out and include all required attachments and exhibits. All applications will be received at the following address:

City of Tampa
Historic Preservation Trust Fund
Attn: AR&HP
2555 E. Hanna Avenue
Tampa, FL 33610

A COMPLETE Application Packet for the Trust Fund includes:

- ☐ **EXHIBIT A** - APPLICATION FORMS PART I AND PART II
- ☐ **EXHIBIT B** - AFFIDAVIT TO AUTHORIZE AGENT
- ☐ **EXHIBIT C** - PROJECT FINANCIAL PLAN WORKSHEET
- ☐ **EXHIBIT D** - FINANCIAL EVALUATION AUTHORIZATION FORM
- ☐ **EXHIBIT E** - LOAN UNDERWRITING FORM

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**)
- ☐ Complete the **AFFIDAVIT TO AUTHORIZED AGENT (EXHIBIT B)** if anyone will be representing the property owner(s).
- ☐ Complete the **PROJECT FINANCIAL PLAN WORKSHEET (EXHIBIT C)** and attach a commitment letter to evidence each funding source listed.
- ☐ Complete the **FINANCIAL EVALUATION AUTHORIZATION FORM (EXHIBIT D)**.
- ☐ Complete the **LOAN UNDERWRITING FORM (EXHIBIT E)**.