

TOWN OF BERLIN

240 Kensington Road

Berlin, CT 06037

(860) 828-7005

Economic Development

FAÇADE IMPROVEMENT PROGRAM APPLICATION

Instruction: Please complete all items carefully and accurately to the best of your knowledge.

I. OWNER INFORMATION

Property Owner(s) Name (Titleholder): _____

Owner Type: (Check One)

Individual _____

Proprietorship _____

Partnership _____

LLC _____

Corporation _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Phone _____

Fax _____

e-mail _____

Federal Tax Id No. _____ Business Tax Id No. _____

II. PROPERTY INFORMATION (to be given as security for Façade Loan)

Address of Subject Property: _____

Name of Current Business (es) and Business Owner (s) or Merchants (s):

Total Amount of Outstanding Debt on Subject Property:

Type	To Whom	Amount	Maturity Date	Balance
1 st Mortgage Holder				
2 nd Mortgage Holder				
Other Liens				

III. PRINCIPAL(S)/GUARANTOR INFORMATION

Name(s): _____

Address(es): _____

IV. TYPE OF IMPROVEMENTS PROPOSED:

<input type="checkbox"/>	Awnings	<input type="checkbox"/>	New Signs	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Painting
<input type="checkbox"/>	Windows	<input type="checkbox"/>	Doors	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Gutters
<input type="checkbox"/>	Sign Removal	<input type="checkbox"/>	Siding	<input type="checkbox"/>	Canopy	<input type="checkbox"/>	Sidewalks

Exterior _____ Other _____

Signage _____

TOTAL _____

AMOUNT OF GRANT REQUEST: _____ (Up to Maximum \$50,000)

SOURCES OF FUNDING FOR TOTAL PROJECT:

Owner: _____

Bank: _____

Other: _____

BERLIN FAÇADE GRANT: _____

Total Project Cost: _____

VI. PLEASE ATTACH THE FOLLOWING AS PART OF THIS APPLICATION:

- ___a. Description of improvements (exterior, signage, landscaping) and how work will be accomplished
- ___b. Brief company profile
- ___c. If the property owner and business owner are not the same a letter of support from the property owner is required.
- ___d. Copy of lease for current or proposed business location (if applicant is lessee)
- ___e. Estimates for all renovations
- ___f. Copy of deed to real property

VII. FAÇADE IMPROVEMENT (S) REQUEST

Give a brief general description of the type of improvement (s) being requested and an explanation of how the project will meet the program objectives in the Program's Policies and Procedures:

I certify that the information in this application is true and complete and I agree to participate in the Façade Improvement Program.

The undersigned hereby authorizes the Town of Berlin to independently verify the information contained in this application.

Owner (s) Signature (Must be Notarized)

Date

Lessee(s) Signature, if applicant (Must be Notarized)

Date

STATE OF CONNECTICUT)
COUNTY OF _____)

The foregoing instrument was subscribed to and sworn to before me this _____ day of _____ 2013.

Notary Public

My Commission Expires: _____

ADDITIONAL DOCUMENTATION

Please submit the following items along with the application form:

- Copy of deed and mortgage documents for subject property.
- Complete the attached Tax Affidavit showing that all Town taxes due on all property owned by the same owner are paid in full and return to:
Economic Development Director
Berlin, CT 06109
- Copy of Certificate of Insurance on subject property.
- Copy of lease (s) between owner and merchant (s) or business person (s), if applicable.

TO BE DETERMINED LATER, If Applicable

- Evidence of availability of funds for the matching 50% of the total cost of construction as required by the Façade Improvement Program.
- Evidence documenting the mortgages and other encumbrances on the property including the current principal balance.
- Other financial information to support that the applicant will maintain the improvements for a period of five years after completion of the project.
- Final plans and specifications for the work.
- Multiple cost estimates.
- Copy of contract(s) between the property owner/tenant and the contractors and suppliers for the project.

NOTICE

Funds for the façade and landscape grant program are being provided through a grant from the State of Connecticut. The Applicant will be required to enter into an agreement with the Town that will include provisions that the Applicant will agree not to discriminate and that the applicant will make a good faith effort to use State registered woman owned and/or minority business enterprises. This link on the State of Connecticut Department of Administrative Services web site can help you find small and minority businesses to consider as contractors or suppliers for the project; <http://www.biznet.ct.gov/SupplierDiversity/SDSearch.aspx>

FACADE IMPROVEMENT TAX PAYMENT VERIFICATION

NAME OF BUSINESS/PROPERTY OWNER: _____

Form of Business: Sale Proprietorship _____ Partnership _____ Corporation _____ LLC _____

List the Names of the Principal (s) of the Organization:

Business/Property Owner Certification: I certify that I do not hold title in whole or in part to any real, motor vehicles or personal property located in the Town of Berlin other than that which is listed below:

TO BE COMPLETED BY TAX COLLECTOR				
	Are Taxes Current Yes No	Amount Delinquent	Number of Tax years Delinquent	Is there a Repayment or Repayment Yes No
<u>ADDRESS: REAL PROPERTY</u>				
_____		\$ _____	- _____	
_____		\$ _____	- _____	
_____		\$ _____	- _____	
<u>MOTOR VEHICLE</u>				
_____		\$ _____	- _____	
_____		\$ _____	- _____	
_____		\$ _____	- _____	
<u>PERSONAL PROPERTY</u>				
(Include Latest Filed Declaration Form)		\$ _____	- _____	
_____		\$ _____	- _____	
_____		\$ _____	- _____	
<u>AUTHORIZED SIGNATURE</u>	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> Additional Comments: <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px;"></div> </div>			

<u>TITLE</u>				
<u>DATE</u>				
_____	<div style="display: flex; justify-content: space-between;"> _____ Tax Dept. Signature _____ Date </div>			