



## Aitkin County Housing Development Revolving Loan Fund Loan Application

### Section 1: Applicant Information

- **Applicant Name:**
- **Organization Name** (if applicable):
- **Address:**
  
- **Phone:**
- **Email:**
- **Type of Applicant** (check one):
  - ☐ Individual
  - ☐ Non-Profit Organization
  - ☐ For-Profit Developer
  - ☐ Public/Private Partnership
- **Tax Identification Number (TIN)** or **Social Security Number** (if individual):

### Section 2: Project Information

- **Project Name:**
- **Project Location (Address):**
- **Parcel ID** (if available):
- **Type of Project** (check all that apply):
  - ☐ New Construction
  - ☐ Rehabilitation/Renovation
  - ☐ Land Acquisition
  - ☐ Adaptive Reuse of Property
  - ☐ Other (Please specify):
  
- **Total Project Cost:** \$
  
- **Amount of Loan Requested:** \$
- **Other Sources of Funding** (List sources, amounts, and if secured or pending):
  
  
- **Source Amount Total (\$) Secured/Pending:**

### Section 3: Project Description

- **Project Summary:** Provide a brief description of the proposed project, including key objectives and timeline. Attach additional sheets if necessary.  
(Example: "This project will involve the construction of 10 single-family homes on a 5-acre site in Aitkin County, with completion expected by June 2025.")
- **Housing Units Created or Rehabilitated:**
  - Number of Units:
  - Number of Affordable Units (if applicable):



- Target Population (e.g., low-income, middle-income, market-rate):

- **Zoning Compliance:** Is the project currently in compliance with local zoning and land-use regulations?

☐ Yes ☐ No

If no, explain the plan for zoning approval:

#### Section 4: Development Team

- **Primary Developer/Organization:**
  - Contact Person:
  - Phone:
  - Email:
- **Architect (if applicable):**
  - Firm Name:
  - Contact Person:
  - Phone:
  - Email:
- **General Contractor (if applicable):**
  - Firm Name:
  - Contact Person:
  - Phone:
  - Email:

#### Section 5: Financial Information

- **Total Project Budget:** (Attach detailed breakdown of costs, including land acquisition, construction, professional fees, etc.)
- **Development Pro Forma:** (Attach multi-year pro forma that includes estimated revenues, operating expenses, financing terms, and cash flow projections.)
- **Existing Liabilities:** Provide a summary of the applicant's existing liabilities, including other debts and financial obligations.
- **Security/Collateral Offered:** Provide details on collateral offered to secure the loan (e.g., property mortgage, personal guarantee).

#### Section 6: Supporting Documentation

Please attach the following required documents:

- **Detailed Project Plan:** Including architectural drawings, construction timeline, and development schedule.
- **Proof of Site Control:** Deed, purchase agreement, or letter of intent.
- **Organizational Documents:** Articles of incorporation, bylaws (for non-profits or companies).
- **Most Recent Financial Statements:** Including balance sheet and income statement for the past two years.
- **Proof of Zoning Compliance or Plan:** Any documentation or approvals related to zoning compliance.
- **Land appraisal (if applicable)**
- **Developer's Resume/Experience:** List of previous projects and qualifications of the development team.
- **Notice of past bankruptcies and/or foreclosures**



#### **Section 7: Acknowledgment and Certification**

I/We certify that the information provided in this application is true and accurate to the best of my/our knowledge. I/We understand that submission of this application does not guarantee loan approval. I/We authorize Aitkin County to obtain any necessary credit or background checks required for the review of this application.

- **Signature of Applicant/Authorized Representative:**

- **Date:**
- **Printed Name:**

#### **Section 8: Submission Instructions**

Please submit the completed application and all required documentation to:

**Aitkin County Economic Development RLF**

307 2<sup>nd</sup> Street NW room 316

Aitkin, MN 56431

OR

Email: RLF application to [mark.jeffers@co.aitkin.mn.us](mailto:mark.jeffers@co.aitkin.mn.us)