

NORTHSIDE COMMUNITY DEVELOPMENT FUND
Real Estate Loan Application

APPLICATION AND SUBMISSION INSTRUCTIONS:

- Please complete the enclosed application in its entirety.
- A Project Management Contract between the Applicant and the Northside Leadership Conference, **OR** evidence of partnership with a private developer (LLC, MOU, or other) is a requirement of this Loan.
- All questions and correspondence should be addressed to Northside Community Development Fund Loan Officer.
- Complete Applications will be considered at the next available loan review committee.
- Submit copy of the application and attachments, **along with a \$400.00 non-refundable application fee** to:

<p>Diane Mercer, Loan Officer Northside Community Development Fund 922 Middle Street Pittsburgh, PA 15212 412-322-0290 - phone 412-321-1447 - fax merc@nscdfund.org</p>
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REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTATION:

NEIGHBORHOOD ORGANIZATION CHECKLIST

1. Completed and signed Real Estate Loan Application
2. List of Board of Directors with Titles
3. IRS 501(c)(3) Determination Letter
4. Articles of Incorporation
5. Sales Tax Exemption Certification, if applicable
6. Pennsylvania Bureau of Charitable Organization (BCO) Current Registration
7. Annual Operating Budget
8. Copy of Board Resolution Authorizing this application
9. Current (within 90 days) and previous three years' audited financial statements. If the Corporation is less than two years old, submit projected income statement for two years following receipt of the loan and a projected monthly cash flow statement for one year after the loan. (Assistance for this item is available)
10. Copies of signed and dated federal IRS Form 990 for previous three years
11. If you are planning to purchase real estate, please submit a complete copy of the Agreement of Sale. If you own the property to be renovated, submit a copy of the deed.
12. If you are planning to renovate or newly construct, submit plans, renderings, and specifications prepared by a qualified, independent third party (General Contractor or Architect).
13. Project Related Budget, Cash Flow (rental only) and Sources & Uses Statement identifying the status of commitments
14. Executed Project Management Contract with Northside Leadership Conference, if applicable
15. Letter from Northside Leadership Conference indicating Member Organization is in good standing
16. Any additional information which will assist in analyzing your application.

ADDITIONAL REQUIRED ATTACHMENTS AND SUPPORTING DOCUMENTATION:

FOR-PROFIT DEVELOPER CHECKLIST, if applicable

1. Corporation – copy of Articles of Incorporation and By-Laws, if applicable
2. LLC – copy of Operating Agreement, if applicable
3. Copy of MOU or other evidence of partnership with Neighborhood Organization
4. Personal Financial Statement and three years Personal Tax Returns for each of the Owners of private development company
5. Three years Business Financial Statements (Balance Sheet, Income Statement/Profit & Loss, and Cash Flow Statement), and three years Business Tax Returns of private development company

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NEIGHBORHOOD ORGANIZATION INFORMATION

I. GENERAL INFORMATION

Organization's Name: _____

Parent Organization (if applicable) _____

Mailing Address: _____ Pittsburgh, PA _____

Website _____

President: _____

Contact Person: _____ Title: _____

Contact Information: Phone _____ Fax _____

Email _____ Mobile: _____

Structure of Corporation (Check One)

Limited Liability Company Professional Corporation Non-Profit Limited Partnership

Tax ID or EIN #: _____ Date of Incorporation: _____

Does the organization have IRS 501(c) 3 tax-exempt status? ___ YES ___ NO

If no, who is your fiscal sponsor? _____

Fiscal Sponsor Tax ID #: _____

How long has the organization been in existence? _____

Date of last board election: _____

Please attach a current list of names and addresses of your board of directors.

Has the organization previously applied for a loan? ___ YES ___ NO

Authorized signature: _____

Printed Name: _____ Title: _____

Date board of directors approved application: _____

II. ORGANIZATIONAL PROFILE

Number of employees: full time: _____ part-time: _____

Provide a brief history of your organization. Include all real estate projects that your organization has completed within the past ten (10) years.

III. BANKING/DEPOSIT INFORMATION

Name of Banking Institution: _____

Type of Account(s): Checking Savings
 Money-Market Other: _____

Account Number(s): _____

Branch Address: _____

Branch Manager: _____

If there are additional accounts, please list on separate sheet.

IV. SOURCES OF OPERATING REVENUE

Check all funding sources your organization received in the past two years, and enter the amount received from each source.

2008:

- Foundation _____
- ACCBO _____
- PPND _____
- Other (list source) _____
- Grass Roots Fundraising (list) _____
- CDBG _____
- Other (list source) _____

2007:

- Foundation _____
- ACCBO _____
- PPND _____
- Other (list source) _____
- Grass Roots Fundraising (list) _____
- CDBG _____
- Other (list source) _____

V. EXISTING LOANS PAYABLE

Whom Payable/Account Number	Original Amount	Loan Date month/year	Term	Interest Rate	Outstanding Balance as of _____	Collateral
1.						
2.						
3.						
4.						
5.						

Is the Corporation or any principal currently involved in any litigation or other legal claims? YES NO

Are any Corporation, Payroll, Personal, or Real Estate taxes currently past due? YES NO

Is the Company delinquent on City of Pittsburgh and/or State of Pennsylvania Taxes? YES NO

If you answered Yes to any of the above, please provide an explanation:

PRIVATE DEVELOPER INFORMATION, if applicable

I. GENERAL INFORMATION

Company's Name: _____

Mailing Address: _____

Website _____

President: _____

Contact Person: _____ Title: _____

Contact Information: Phone _____ Fax _____

Email _____ Mobile: _____

Structure of Corporation (Check One)

Limited Liability Company Professional Corporation Sole Proprietor Limited Partnership

Tax ID or EIN #: _____ Date of Incorporation: _____

Ownership of application company (List all owners & stockholders with 20% or more of total ownership):

Name – Social Security No. – Date of Birth	Percentage Owned
1.	
2.	
3.	

II. COMPANY PROFILE

Month/Year Business was established _____

Number of Employees: full-time: _____ part-time: _____

Provide a brief history of your company. Include all real estate projects that your company has completed within the past ten (10) years. _____

III. BANKING/DEPOSIT INFORMATION

Name of Banking Institution: _____

Type of Account(s): Checking Savings
 Money-Market Other: _____

Account Number(s): _____

Branch Address: _____

Branch Manager: _____

If there are additional accounts, please list on separate sheet.

IV. SOURCES OF OPERATING REVENUE

V. EXISTING LOANS PAYABLE

Whom Payable/Account Number	Original Amount	Loan Date month/year	Term	Interest Rate	Outstanding Balance as of _____	Collateral
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Is the Corporation or any principal currently involved in any litigation or other legal claims? YES NO

Are any Corporation, Payroll, Personal, or Real Estate taxes currently past due? YES NO

Is the Company delinquent on City of Pittsburgh and/or State of Pennsylvania Taxes? YES NO

If you answered Yes to any of the above, please provide an explanation:

PROJECT INFORMATION

VI. PROJECT DESCRIPTION AND PROPOSED FINANCING

Project Title: _____

Primary Purpose for this Project:

Neighborhood(s) Served: _____

Is this project a continuation of a previous development? _____ YES _____ NO

If Yes, please name project and describe status and results:

Does this project relate to any neighborhood plan or development strategy? Explain

Total Project Cost: _____ Amount Requested: _____

Pre-Development Costs _____

Real Estate Acquisition: _____

Construction/Renovations: _____

Other Development Related Costs: _____

(Please submit more detailed Sources and Uses on separate attachment)

Owners Equity: _____

Other Financing by Source:

VII. MARKET DATA

Please provide market data, recent sales or rental comparisons that support the feasibility and marketability of your project. You may provide the information as an attachment.

1. (Name)	Sales Price
(Address)	Rental Rates / Unit Size
2. (Name)	Sales Price
(Address)	Rental Rates / Unit Size
3. (Name)	Sales Price
(Address)	Rental Rates / Unit Size
4. (Name)	Sales Price
(Address)	Rental Rates / Unit Size

COMPARABLE PROJECTS:

Please provide recent (one year) comparable projects in or around your neighborhood.

1. (Name) (Address)	3. (Name) (Address)
2. (Name) (Address)	4. (Name) (Address)

VIII. OWNERSHIP

List any private and/or equity partners in the project. You may provide this information as an attachment.

Name/Company/Address	% Owned
1.	
2.	
3.	

IX. MANAGEMENT TEAM

Please provide information about the Key Project Management Team: (you may submit resumes or information regarding the expertise and experience of the management team with similar projects)

Name	Duties	Tenure	Similar Projects
1. Project Manager			
2. Architect			
3. Contractor			

X. AUTHORIZATION TO RELEASE INFORMATION

Please submit this application with the additional information requested.

I/we authorize the Northside Community Development Fund to investigate my/our personal and Corporation financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer-reporting agency to give the Northside Community Development Fund any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. The undersigned, in applying for financial assistance from the Northside Community Development Fund, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulation to the extent that such are applicable.

Name of Corporation:

Signature/Title:

Date:

Signature/Title:

EQUAL CREDIT OPPORTUNITY ACT

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contact); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Trade Commission, Equal Credit Opportunity, room 500, 633 Indiana Avenue, N.W., Washington, DC 20580.