

Plymouth Office of Community Development

11 Lincoln Street. Plymouth, Mass. 02360

barons@townhall.plymouth.ma.us

508-747-1620 ext 150

2009 Facade Improvement Loan Application

Name of Applicant _____

Address _____

Phone Number _____ Fax Number _____

E-Mail Address _____

Building Facade Address _____

Applicant is the Property Owner Other

Property Owner's name (if different from applicant) _____

Property Owner's address _____

Property Owner's phone number _____

Proposed Facade Improvements:

Please describe the proposed improvements to the property. The following must accompany this application: two color photographs that show existing building conditions; detailed sketches or drawings of the proposed improvements (including placement, color, dimensions and materials); three bids on contractor letterhead; and a signed Davis-Bacon form from the selected contractor.

Description of Improvements: _____

Total proposed budget _____

Proposed Start Date _____

Proposed Completion Date _____

**COMMERCIAL FAÇADE IMPROVEMENT LOAN
Pro Forma – Expense Statement and Tenant Income Sheet**

Current Assessed Property Value \$_____ Market Value \$_____

EXPENSES 2009 ACTUAL

Item	Monthly	Annual
1 st Mortgage P/I	_____	_____
2 nd Mortgage P/I	_____	_____
Property Taxes	_____	_____
Insurance	_____	_____
Property Management	_____	_____
Maintenance	_____	_____
Legal	_____	_____
Marketing	_____	_____
Water/Sewer	_____	_____
Electric	_____	_____
Heat	_____	_____
Other (Name)	_____	_____
	_____	_____
	_____	_____
Total Expenses:	=====	=====
Total Rental Income:	_____	_____
2009 Profit/Loss:	_____	

General Conditions:

It is expressly understood and agreed that the applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building codes, by-laws, and other applicable regulations.

It is expressly understood and agreed that work completed prior to final approval is ineligible for funding.

It is expressly understood and agreed that the applicant will not seek to hold the Town of Plymouth, and/or its agents, employees, officers and/or directors liable for any property damage, personal injury liability relating to the Façade Improvement Program.

The applicant shall be responsible for maintaining valid and sufficient insurance coverage for property damage and personal injury liability relating to the Façade Improvement Program.

The applicant agrees to maintain the property and improvements, including, but not limited to, promptly removing graffiti, sweeping and shoveling in front of the property.

The applicant authorizes the Plymouth Office of Community Development to promote an approved project, including but not limited to displaying a sign at the site, during and after construction.

The applicant understands that the Plymouth Office of Community Development reserves the right to make changes in conditions of the Facade Improvement Program as warranted.

- () I/we certify that the information herein is true and accurate to the best of my (our) knowledge.
- () I/we certify that applicant is the owner of the property.
- () I/we certify that there are no current code enforcement actions pending against this property.

() I/we have attached relevant photos of the building façade to be included in this program.

() I/we have reviewed the program overview, general conditions, and guidelines, have familiarity with responsibilities of each party and understand that:

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- The Façade Improvement Loan will be disbursed to the applicant as work progresses and is invoiced for. Payments will be made to the borrower.
 - All services to be performed by third party contractors shall be the subject of agreement between applicant and contractor(s).
 - The Plymouth Office of Community Development shall not assume any liability for such agreements, except as specifically authorized by the program.
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() I/we have read and understand the program guidelines, accept the qualifications and conditions and through signature(s) below, certify that I/we are qualified and will abide by such conditions set forth in this application and all reasonable conditions which may be issued by the Plymouth Office of Community Development in the implementation of this program.

Signature of Applicant(s):

_____ **Date** _____
_____ **Date** _____

OFFICE USE ONLY

Date Reviewed by POCD Director: _____

Action taken by Director: _____

Date Façade Loan Agreement sent: _____

Project Start Date: _____ Final Inspection Date: _____

Amount Approved: \$ _____ Date final payment approved: _____