

CITY OF SHAKOPEE
**Downtown and First Avenue
Façade Improvement Program**
Application for Deferred Loan

I. Applicant Information

Name of Applicant _____ Date of Birth _____

Name of Co-Applicant _____ Date of Birth _____

Tax ID # (if applicable) _____

Address _____
Street City State Zip

Telephone # (____) _____ (____) _____
Home Work

II. Property Information

Address of Building to be Rehabbed _____

Contact Person _____ Telephone #: _____

Age of Building _____ Number of Stories _____

Estimated Market Value _____ Current Annual Property Taxes _____

Gross area of building _____ sq. ft. (exclude non-habitable space such as attics, basements, etc.)

Gross area of non-residential space _____ (include commercial, office, etc.)

Existing building use: _____

Proposed building use: _____

III. Ownership Information

Ownership Interest in property to be improved:

Contract for Deed Title "Free and Clear" Mortgage

Other: Specify: _____
Name(s) on Title: Specify ownership interest of each individual named on the title (joint, tenants-in-common, life estate, partnerships, corporations, etc):

Amount of outstanding principal owed on building: \$ _____

Please attach a copy of the most recent Property Tax Statement from the County Assessor's Office and Proof of Insurance on the building.

IV. Estimated Rehabilitation Costs and Requested Loan Information

Please describe proposed improvements: (If necessary, please attach additional pages, including any plan drawings, contractors' bids or proposals obtained by the applicant. Please itemize costs when possible.)

Estimated Total Cost of Proposed Rehabilitation Work: \$ _____

Requested Loan Amount from Small Cities Program – *Loan amount may be up to 50% of the total construction costs, with a maximum of \$25,000.*

\$ _____

Source of Remaining Funds

Personal Savings Private-Sector Loan (Institution: _____)

Other: (please specify) _____

Building Permits & Inspections

Applicant is responsible for obtaining appropriate building permits, per the Shakopee City Code. In the case of improvements that do not require a city-issued building permit, the applicant must submit the name and state license number of the contractor completing the work and agree to an inspection of the work by a city building official.

Loan Disbursement

Awarded loan funds will be dispersed to the applicant upon submittal of receipts or invoices for supplies purchased and work completed.

V. Certification

City staff or an authorized representative shall have the right to inspect the property to be improved at any time from the date of application upon giving due notice to the owner and to occupants.

I/We certify that all statements on this application are true and correct to the best of my/our knowledge. I/We understand that any intentional misstatements will be grounds for disqualification.

I/We authorize program representatives the right to access the property to be improved for the purpose of the deferred loan program and to take photographs of the structure before and after rehabilitation.

I/We further understand that I/we will make the final selection of the improvements to be made with the loan funds and that the contract for improvements will be solely between myself and the contractor(s). The administering agency will not be liable for the inadequate performance of the contractor(s).

Applicant

Date

Co-Applicant

Date

DATA PRACTICES ACT

The following notice is provided for those applicants for the Shakopee Downtown Façade Improvement Program that are individuals. The following does not apply in cases where the applicant is a non-individual, such as a corporation.

(TENNESSEN WARNING)

In accordance with the Minnesota Government Practices Act, the City of Shakopee is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private; however, your name, address, and the amount or value of the approved loan funds are public.

The information collected from you or from other agencies or individuals authorized by you is used to determine your eligibility for the Downtown Façade Improvement Program.

The dissemination and use of the private data we collect is limited to that necessary for the administration and management of the Downtown Façade Improvement Program. Persons or agencies with whom this information may be shared include:

1. City of Shakopee personnel administering the Downtown Façade Improvement Program.
2. Individuals charged by the city with reviewing applications and making recommendations to the Shakopee EDA.
3. Members of the Shakopee Economic Development Authority (only that information needed to approve the application for loan funds and/or payments to contractors).
4. Federal, State, County, local and contracted auditors.
5. The contract for deed holder (only that you are a loan recipient and the amount of the loan).
6. Law enforcement personnel in the cases of suspected fraud.
7. Those individuals or agencies to whom you give your express written permission.

Unless otherwise authorized by State statute or Federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices ACT. The rights include:

1. The rights to see and obtain copies of the data maintained on you,
2. To be told the contents and meaning of the data and,
3. To contest the accuracy and completeness of the data.

To exercise these rights contact: Michael Leek, City of Shakopee, (952) 233-9346.

I have read and understood the above information regarding my rights as a subject of government data.

Date

Applicant

Co-Applicant