

Delaware Preservation Fund, Inc  
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Montchanin, Delaware 19710  
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**LOAN APPLICATION FORM – ORGANIZATION**

1. Legal Name of Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
2. Legal Status of Applicant (Attach as Exhibit A, a copy of IRS tax-exempt status letter, Not-For-Profit Corporation) \_\_\_\_\_
3. E. I. N # \_\_\_\_\_
4. Contact Person \_\_\_\_\_ Phone \_\_\_\_\_
5. Street Address of Property \_\_\_\_\_  
Parcel # \_\_\_\_\_
6. Amount Requested \$ \_\_\_\_\_
7. Term \_\_\_\_\_ Months Rate \_\_\_\_\_ %
8. Scheduled Closing Date \_\_\_\_\_
9. Anticipated Selling Price \$ \_\_\_\_\_
10. "As is" Appraisal \$ \_\_\_\_\_ Date \_\_\_\_\_
11. "As Constructed" Appraisal \$ \_\_\_\_\_ Date \_\_\_\_\_
12. The Applicant, if a corporation, was organized on \_\_\_\_\_ under the laws of the State of \_\_\_\_\_. (Attach as Exhibit B Articles of Incorporation and the Corporation Bylaws and all other organization documents.)
13. Financial Status of Applicant. Please provide a copy of Applicant's audited financial statement for last three years – attach as Exhibit C.

14. List past real estate enterprises (corporation, partnership, sole proprietorship, joint venture, etc) in which the Applicant, or any Director, officer or member of the Applicant, has participated. Include names, location, size and type, present mortgage status (default, payment deferred, etc) type of financing and role of Applicant.

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15. List current real estate enterprises (corporation, partnership, sole proprietorship, joint venture, etc) in which the Applicant or any director, officer, or member of the Applicant, is participating. Include location, type of development (uses, number of units, square footage, etc) construction, estimated total development cost, estimated completion date and role of Applicant.

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16. List current non-real estate enterprise (corporation, partnership, sole proprietorship, joint venture, etc) of the Applicant, or any director, officer, or member of the Applicant. Include name of enterprise, Applicant's role, clientele served, source and amount of financing and administrative method employed. This answer may be limited to businesses which provide services and/or materials to the construction, rehabilitation or maintenance of real estate.

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17. Explain how the loan will be secured. Specifically what kind of collateral will be offered? Do you know the value of the collateral? If so, state how the value was determined.

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18. Are there any other projects of a similar nature currently operating or proposed to be developed within your target market?

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19. Will the project that will be provided be accessible to low and moderate-income people?

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20. What evidence is provided of the subject properties historic status? \_\_\_\_\_

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21. Have the proper zoning approvals been obtained for this project? (If yes, please attach a copy as Exhibit D). \_\_\_\_\_

22. List the names and telephone numbers of several people familiar with the work of your organization:

Name	Telephone #	Organization
A)	_____	_____
B)	_____	_____
C)	_____	_____

23. Give credit references:

Name of Creditor	Purpose	Status
A) _____		
B) _____		
C) _____		

24. Total Project Cost \$ \_\_\_\_\_ DPF Loan Request \$ \_\_\_\_\_

25. Type of Funding Requested (check one or more)

Rehabilitation \_\_\_\_\_ Pre-development \_\_\_\_\_  
Acquisition \_\_\_\_\_

26. Type of Ownership

Rental \_\_\_\_\_ Owner-occupied \_\_\_\_\_

27. Number of Dwelling Units \_\_\_\_\_ Total Site Land Area \_\_\_\_\_

Number of Buildings \_\_\_\_\_ Number of Stories \_\_\_\_\_

28. State here the purposes for which the loan funds would be used: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

29. Estimated Project Costs:

Description _____	Amount _____
Description _____	Amount _____
Description _____	Amount _____
Description _____	Amount _____
Description _____	Amount _____
Description _____	Amount _____

Total Project Cost \$ \_\_\_\_\_

30. Sources of Funds:

Equity Contribution	\$ _____
Private Contribution	\$ _____
DPF Financing Request	\$ _____
Total Sources	\$ _____

31. Provide a timetable for the project including development, construction, marketing, sales and/or rent-up period (Exhibit E).
32. Have you received the deed and/or agreement of sale for the property or properties? If so please include copies as Exhibit F. If not, when do you expect to receive them?  
\_\_\_\_\_
33. Attach a written estimate of construction costs and a development budget as Exhibit G. Include construction costs, soft costs, holding costs, and loan fees
34. If the DPF loan will be repaid through another loan or other funds, please attach documentation of the grants, contracts, or loan, as exhibit H.
35. If applicable, attach a copy of an operating pro forma as Exhibit I
36. Provide a marketing plan for the sale and/or rental of the properties as Exhibit J.
37. Name of Architect (attach credentials): \_\_\_\_\_
38. Name of Engineer (attach credentials): \_\_\_\_\_
39. Name of General Contractor (attach credentials): \_\_\_\_\_
40. Has the Applicant, or any director, officer or 10% or greater stockholder of the Applicant, ever been declared ineligible to participate in any governmentally assisted housing or construction program? ( ) Yes ( ) No ( ) Unknown – Have never Applied
41. Has the Applicant, or any director, officer, member or 10% or greater stockholder of the Applicant ever filed a petition of voluntary bankruptcy? ( ) Yes ( ) No
42. Has there ever been filed a petition or involuntary bankruptcy against the Applicant, or any director, officer, or member of the Applicant? ( ) Yes ( ) No
43. Has the Applicant, or any director, officer, or member of the Applicant, ever made an assignment of assets for the benefit of creditors? ( ) Yes ( ) No
44. Are there any unsatisfied judgments outstanding against the Applicant, or any director, Officer, or member of the Applicant? ( ) Yes ( ) No
45. Has the Applicant been a party to any litigation within the last five years?  
( ) Yes ( ) No If "Yes" was answered to any question 13 through 17, give a full explanation:

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46. Attachments – Please attach the following information:

- a. Tax status determination letter (Exhibit A)
- b. Articles of incorporation and bylaws (Exhibit B)
- c. Financial Audits; Budgets; Income Tax Statements (3 years) (Exhibit C)
- d. Zoning Approvals (Exhibit D)
- e. Timetable (Exhibit E)
- f. Deed/Agreement of Sale (Exhibit F)
- g. Development Budget (Exhibit G)
- h. Documentation of Funding (Exhibit H)
- i. Operating Pro-Forma (Exhibit I)
- j. Marketing Plan (Exhibit J)

The undersigned applies for the loan indicated in this application and represents that all statements made in this application are true and are made for the purpose of obtaining the loan. Verifications may be obtained from any source named in this application. The original or copy of this application will be retained by the Delaware Preservation Community Loan Fund, even if the loan is not granted.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Legal Name of Applicant)