



**Brownfields Cleanup Revolving Loan Fund
Loan Application Checklist**

STEP 1 – DETERMINATION OF PRELIMINARY ELIGIBILITY

- Cleanup Loan Eligibility Request Form (Form BF-1) and Cleanup Loan Applicant's Statement (Form BF-2);
- Verification of property ownership or use rights (e.g., deed of trust, sale/purchase agreement, lease/rental agreement, prospective purchaser agreement);
- Copy of all environmental studies that support the proposed cleanup action (at a minimum, Phase I and Phase II site assessments);
- Description of the potential borrower's proposed remediation plan, including new and rehabilitated square feet or acres, number of new and retained jobs, estimated development costs and schedule of implementation; and
- Description of proposed collateral to secure loan and make payments.

STEP 2 – LOAN APPLICATION

- Loan Application Form (Form BF-3) and documentation listed in Loan Application Checklist (Form BF-4);
- Complete written description of borrower's proposed project, the sources and uses of funds, estimated collateral values if appraisals are not yet available (evaluations/appraisals will be necessary prior to closing)
- Last three years of borrower's corporate financial statements and tax returns. Included in the financial statements are the Income Statement, Balance Sheet and Cash Flow Statement;
- Current personal financial statements (no more than 90 days old) for each property owner having 20% or more ownership interest in the property or the entity holding the property. Copies of the last filed federal income tax returns for those individuals;

- Articles of Incorporation (Sole Proprietorship, Partnership, Corporation, Nonprofit) and By-Laws or operating agreement and file-stamped copy of most recent Statement of Information filed with the California Secretary of State;
- Evidence of Taxpayer Identification Number (Employer ID Number);
- Copy of City Business Tax Certificate;
- Cost Estimates/Bids for Remediation;
- Description of Proposed and Itemized Use of Loan Proceeds;
- Insurance Certificate(s) as required in Program Description (Attachment A hereto);
- Application for Additional Insurance, if required by City staff, with City of Santa Rosa as loss payee;
- Completed Notice of Exemption form (Attachment B hereto) for CEQA signed by authorized City representative and ready for recordation (City will record); and
- Non-refundable application fee of \$300 made payable to the City of Santa Rosa Brownfields Cleanup Revolving Loan Fund.

Additional details are located in the Brownfields Cleanup Loan Program Description. City may request additional documents if needed.