



City of Tampa
Interstate Historic Preservation Trust Fund
 A Revolving Loan Program for Historic Districts Impacted by Interstate Construction

CHECKLIST

All responses must be typed or printed in ink and confined to the spaces provided. Each application submitted must be complete (including required attachments) and received by **3:00 P.M.** local time on **February 7, 2012**. Applications received after the submission deadline will not be considered.

MAIL or DELIVER COMPLETED APPLICATIONS TO:
PURCHASING DEPARTMENT
CITY OF TAMPA
306 E. Jackson St., 2E
Tampa, Fl 33602

A COMPLETE Application Packet for the Trust Fund includes:

- APPLICATION INSTRUCTIONS
- PROCEDURES AND STANDARDS
- EXHIBIT A - APPLICATION FORMS PART I AND PART II**
- EXHIBIT B - PROJECT FINANCIAL PLAN WORKSHEET**
- EXHIBIT C - FINANCING DUE DILIGENCE WORKSHEET**
- EXHIBIT D - AFFIDAVIT TO AUTHORIZE AGENT**
- EXHIBIT E - FINANCIAL EVALUATION AUTHORIZATION FORM**
- EXHIBIT F - LOAN UNDERWRITING FORM**
- EXHIBIT G - AGREEMENT AND DECLARATION OF COVENANTS AND RESTRICTIONS**

Necessary enclosures: THESE documents must be submitted with the Trust Fund Application in order for the Application to be considered complete.

- Application Forms, Part I and II (**EXHIBIT A**)
 - Please attach a commitment letter to evidence each funding source listed in the **PROJECT FINANCIAL PLAN WORKSHEET (EXHIBIT B)**.
 - Complete the **FINANCING DUE DILIGENCE WORKSHEET (EXHIBIT C)**. Please provide a copy of the outcome letter from each conventional funding source.
 - Complete the **AFFIDAVIT TO AUTHORIZED AGENT (EXHIBIT D)**, if anyone will be representing the property owner(s).
 - Complete the **FINANCIAL EVALUATION AUTHORIZATION FORM (EXHIBIT E)**.
 - Complete the **LOAN UNDERWRITING FORM (EXHIBIT F)**.
 - Complete the **AGREEMENT AND DECLARATION OF COVENANTS AND RESTRICTIONS (EXHIBIT G)**.
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