

**Batavia Home Fund
Grant Application**

APPLICATION CHECKLIST

- ☐ Copy of Building Permit
- ☐ Quotes from licensed contractors
- ☐ Proof of Financing
 - a. Bank Statement showing Cash on Hand
 - b. Loan Commitment Letter
 - c. Bridge Loan Commitment Letter
 - d. Lines of Credit
- ☐ Copy of Insurance
 - a. Homeowners
 - b. Fire Insurance on Property
- ☐ Supporting Construction Documents
 - a. Renderings
 - b. Architectural Drawings
 - c. Product Specifications
- ☐ Copy of Deed
- ☐ Completed Application
- ☐ \$250 Check for Application Fee

All applications and applicable forms should be returned to:

Managers Office
City of Batavia
1 City Centre
Batavia, NY 14020

**Batavia Home Fund
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APPLICATION

A. Property Owner Information

Name of owner: _____

Mailing address: _____

Telephone number: AM: _____ PM: _____

Fax: _____

E-mail: _____

Corporate Structure – If Any (attach schematic if Applicant is a subsidiary or otherwise affiliated with another entity)

Form of Entity:	☐ C Corp	☐ S Corp	☐ Partnership	☐ LLC
	☐ LLP	☐ Sole Proprietorship	☐ Not for Profit	☐ Municipality
	☐ City Home Owner			

B. Property Information

1. **Address of property:** _____

2. Name of business(es): _____

3. Number of Commercial Units _____

4. Number of Residential Units _____

5. Type of Home (Single or Multi) _____

6. Conversion from Multi to Single ☐ Yes. ☐ No

C. Financial Information

1. Is there a mortgage? _____ If yes, are payments current? _____

Who holds the mortgage? Name: _____

Address: _____

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2. Are there any liens, other than the above listed mortgage? _____
If yes, describe.

3. Taxes/Insurances
- a. Are all property, district, water and sewer taxes paid to date? ☐ Yes ☐ No
which taxes are not current? Amount? _____
- b. Do you have fire insurance on the property? ☐ Yes ☐ No
If yes, is it paid to date? ☐ Yes ☐ No
- b. Do you have any outstanding loans with the City or Town of Batavia, GCEDC, GGLDC or BDC? ☐ Yes ☐ No
If yes, are payments current? ☐ Yes ☐ No
4. Will you need financing to perform these building improvements? ☐ Yes ☐ No
5. If YES, is financing in place to begin this work? ☐ Yes ☐ No

D. Provide Scope of Work Detail

1. What improvements do you wish to make to your property/residence? List in order of priority beginning with (1). Attach an additional page if necessary.

2. Attached any architectural renderings or improvements improvements (a rendering of improvements is required as part of the application submission). ☐ Yes ☐ No
3. Estimated Costs
- a. Total project cost: _____
- b. Construction cost: _____
- c. Soft cost: _____
- d. Grant amount requested: (Cannot exceed 40% of total project cost)

4. Square footage

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- a. Square footage of total building: _____
- b. Square footage of project: _____
5. Will you perform this work whether or not you receive grant support? ☐ Yes ☐ No
6. Do you have a building permit filed with the appropriate municipality? ☐ Yes ☐ No
7. Attach all supporting documents including renderings, drawings, product specifications and/or contractor quotes if already requested and available.
8. When do you plan to begin _____ and complete _____ the construction?

E. Copy of Deed – please provide a copy of the deed for the property.

F. Proof of financing – Project reimbursements are made when the project is complete. The Batavia Home Fund operates fully as a reimbursement grant program and the owner is responsible for paying for all agreed upon repairs. Payment of grant funds will be made only upon satisfactory completion of building projects, certificate of occupancy has been issued, and payment of renovation expenses made to contractors (Please provide receipts).

- | | | |
|--|------------------------------|-----------------------------|
| 1. Proof of total project financing provided | ☐ Yes | ☐ No |
| a. Secured loan commitment | ☐ Yes | ☐ No |
| b. Secured bridge loan commitment | ☐ Yes | ☐ No |
| c. Secured Line of credit | ☐ Yes | ☐ No |
| d. Financial statements | ☐ Yes | ☐ No |

G. Conflict of Interest

1. Are you an official, employee, agent, consultant or member of any board or agency of the City of Batavia, Town of Batavia or the GCEDC, GGLDC?
Yes ☐ No ☐
If yes, please describe your position: _____
2. Are you related by blood or marriage to any official, employee, agent, consultant or member of any board or agency of the City of Batavia, Town of Batavia or the GCEDC, GGLDC?
Yes ☐ No ☐
If yes, please identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe your relationship:

3. Do you have any corporate, partnership, landlord-tenant-or other business relationship with any official, agent, consultant, employee or member of any board or agency of the City of Batavia, Town of Batavia or the GCEDC, GGLDC?
Yes ☐ No ☐

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If yes, identify the official(s), agent(s), consultant(s), employee(s) or member(s) and describe the business relationship:

4. Are you doing business in any of the following ways with any official, agent, consultant, employee, or member of any board or agency of the City of Batavia, Town of Batavia, the GCEDC and GGLDC. (check any that are applicable, if other, please describe):

- ☐ Purchaser or Seller of Goods - please describe _____
- ☐ Loan or Grant Recipient- please describe _____
- ☐ Provision of Services - please describe _____
- ☐ Other - please describe _____

Please review the certifications on the following page, which are part of this application, before signing below. Compliance with the certifications and all other Building Improvement Program procedures is required. All owners must sign.

Signature

Printed Name

Date

Signature

Printed Name

Date

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Certifications

Ownership

Initial _____

I/We hereby certify that I/we own the property to be improved. If any changes in ownership should occur from this date forward, I/we agree to notify the Genesee County Economic Development Center, immediately. Failure to do so may result in denial or termination of the Batavia Home Fund Grant participation.

Regulatory Requirements and Repayment Provisions

Initial _____

All assistance is in the form of a reimbursable grant with a five (5)-year compliance period. Property owners will be required to execute a Declaration document committing to this compliance period. Should the property owner sell the property within the five (5)-year timeframe, they will be responsible for repaying a portion of the grant funding received. Repayments will be retained by the GCEDC. Required repayment of funds will be calculated in accordance with the following schedule:

Months 0-12:	100% repayment due.
Months 13-24:	80% repayment due.
Months 25-36:	60% repayment due.
Months 37-48:	40% repayment due.
Months 49-60:	20% repayment due.
Months 60 and beyond:	0% repayment due

Application Information

Initial _____

To the best of my/our knowledge, all of the application information I/we have provided is true and correct. I/We understand that any willful misstatement of material fact will be grounds for disqualification. The City of Batavia and the GCEDC, are hereby granted permission to verify any of the information in the application in any appropriate manner.

Taxes

Initial _____

I/We understand that all taxes must be paid for the property to be improved and for all other properties in the City of Batavia owned wholly or in part by me/us. I/We understand that no grant agreement will be signed unless all taxes and service charges are current.

For Internal Use Only

Date Application Received:

Application Fee Paid: Y N

Amount:

Date:

Application reviewed and certified by:

Batavia Home Fund Committee Review Date:

Official Grant Approval Date:

GCEDC Board Meeting Date: