

**Tioga County Industrial Development Agency  
Commercial Façade Improvement Loan Program  
Information Sheet**

**Eligibility Criteria**

Commercial and Mixed-Use property owners may be eligible for the Tioga County Industrial Development Agency (IDA) Commercial Façade Improvement Loan Program. This program provides a loan for up to 90% of the total allowable project cost to a maximum amount of \$40,000 at a 1% interest rate for a term of up to 10 years to assist with exterior improvements to commercial buildings. Financing is based upon the availability of funds at the time of final approval of your application. In general, the loan funding is available for the following facade improvement project elements:

Exterior Rehabilitation, including:

- Door Replacement
- Window Replacement
- Roof Replacement along with façade rehabilitation
- Exterior Refinishing, including
  - Washing and painting of exterior facades
  - Repairs to deteriorated masonry to include chimneys, lentils, pilasters, and cornices
  - Repairs to exterior stairways and porches
  - Repairs to prominent structural features to include bell towers, turrets, marquees, and glass walls
  - Removal of non-original facades and rehabilitation to the original facade
- Signage/Awnings/Attached Lighting
- Parking Lots
- Decks and visible back facades

*Repairs to utilities and HVAC systems will not be funded. (Employee labor cannot be included as part of the equity contribution.)*

Project funding will **not** be provided for commercial or mixed-use properties located outside of Tioga County or involve properties owned by not-for-profit organizations. Commercial Property are buildings that are used for commercial purposes, and include office buildings, warehouses, and retail buildings. Mixed-use buildings integrate multiple functions including residential, commercial, office, or retail into a single building or development.

The Commercial Façade Improvement Loan Program application and all supporting documents (as listed below) must be submitted to, reviewed by, and approved by the Tioga County Economic Development & Planning (TCED&P) prior to the start of the proposed work:

- Application Form
- Contractor Proposal
- Description of Project and /or Plans and Specifications and/or Architectural Drawings if applicable
- Copy of Deed/Proof of Ownership of the Real Property
- A copy of the lease(s) for all tenants
- A copy of Loan Statement and/or Confirmation Letter from mortgage holder(s) of any outstanding balance and status of said mortgage loan(s)

- Receipts of real estate taxes, school taxes, special assessments and water and sewer payments
- Exhibits I, II, III and IV

All obligations of the Owner to New York State, Tioga County and any other municipality for this property must be current, including but not limited to any and all loan payments as well as real estate taxes, school taxes, special assessments and water and sewer payments.

Work on your project may not commence until your application has received approval.

Loan funds will be disbursed upon:

1) The Recipient will enter into a construction contract with the selected contractor prior to the start of proposed work. The contract will outline the roles and responsibilities for both the Recipient and the contractor. At a minimum, the contract must specify:

- Insurance required for contractor;
  - Proof of insurance should include general liability coverage in a minimum amount of one million dollars and workers' compensation coverage. Tioga County Industrial Development Agency must be listed as additional insured.
- Finalized scope of work;
- Cost of project scope;
- Procedure for change orders;
- Estimated project timeline including a start date; and
- Draw schedule subject to IDA approval, inspection, project progression, and alignment with approved scope of work.

2) submission of before photos

3) copy of building permit

At project completion the following will need to be provided:

- 1) submission of documentation including cancelled checks, paid invoices and/or receipts from the contractor(s).
- 2) submission of after photos
- 3) signed inspection log from municipal code enforcement officer and copy of certificate of occupancy

**PLEASE NOTE: NO CASH PAYMENTS ARE ALLOWED.**

A Loan Agreement will be recorded at the time monies are disbursed and considered as an encumbrance on the property.

## **Fees**

### Application Fee:

1 % of loan request- nonrefundable fee due at the time of application, made payable to Tioga County Industrial Development Agency (TCIDA)

### Fees:

All legal expenses, appraisal fees, property inspection fees, filing fees and other expenses incurred by the Tioga County Industrial Development Agency (IDA) with regard to this transaction are to be paid by the borrower.

## **Standard Administrative Procedures**

Recipients of Tioga County Commercial Façade Improvement Loan Program financing shall comply with the following:

All applicable zoning and building code regulations.

All exterior renovation projects with a historic designation/within a historic district shall follow the Tioga County Commercial Façade Improvement Loan Program Historic Design Guidelines as attached. **Please note, if work is being done within Village of Owego, approval of the Owego Historic Preservation Commission is required and/or if property has National or State historic designation prior approval is required.**

Environmental assessment procedures established under the State Quality Review Act and the National Environmental Policy Act, if applicable

The owner will be required to obtain and comply with all applicable Federal, State and Local governmental regulations, approvals, and permits required by law to be obtained in carrying out the work set forth in this application and attachments.

## **Review Process:**

1. Application is reviewed by TCED&P to determine eligibility and viability. If it is determined that the financing request meets these tests, the application is then reviewed in full. Financial information is kept completely confidential.
2. Following review, the loan application is either declined, held over for further review, or given final approval.

I (we) authorize the TCIDA to conduct credit checks relative to this loan application. I (we) agree that this application shall remain the TCIDA's property whether or not the loan is granted. I (we) have read the administrative guidelines and eligibility criteria and agree to comply with the requirements and regulations as set forth.

By: \_\_\_\_\_ By: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

The foregoing is for informational purposes only and should not be considered to be interpretative of the Loan Agreement to be executed or any other documents subsequently executed by the applicant and TCIDA. Tioga County ED&P and TCIDA has the discretion to reject or deny, in whole or in part, any application for any reason, even if the applicant meets the primary conditions set forth herein.

Completed applications shall be delivered to Tioga County Industrial Development Agency, Tioga County Office Building, Room 205, 56 Main Street, Owego, New York, 13827. (607-687-8255).

## Tioga County

### Commercial Façade Improvement Loan Application

Applicant must complete this application and submit all of the following exhibits:

**Borrower Information:**

- \_\_\_ **Exhibit I**      **Provide a personal history statement of property owner.**
- \_\_\_ **Exhibit II**    **Provide a current personal financial statement of property owner (use sample or provide other acceptable form from accountant)**

**Project Description:**

\_\_\_ **Exhibit III**      **Provide a narrative description of the project including total project costs, contractor's estimate and/or plans and specifications and architectural drawings if applicable**

**Project Financial Information:**

\_\_\_ **Exhibit IV**      **Provide most current Federal and State IRS income tax return**

**Statement of Personal History (Exhibit I)**

A form is to be completed by property owner.

**1. Personal Statement of: (first, middle initial, last name):**

\_\_\_\_\_

**2. Date of Birth:** \_\_\_/\_\_\_/\_\_\_

**3. Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**4. Present Residence Address:**

From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Home Telephone No.: ( ) \_\_\_\_\_ - \_\_\_\_\_

**Immediate past residence address:**

From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

**5. Current Employer:** \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ Address \_\_\_\_\_

Business Telephone No.: ( ) \_\_\_\_\_ - \_\_\_\_\_ Yearly Salary: \$ \_\_\_\_\_

**6. Are you a U.S. Citizen?** \_\_\_\_\_ Yes Naturalization Date: \_\_\_\_\_

\_\_\_\_\_ No Alien Registration#: \_\_\_\_\_

**7. Percentage of ownership, stock owned, or to be owned in project:** \_\_\_\_\_%

**8. Name and address of personal account(s):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Have you ever been involved in bankruptcy or insolvency proceedings?**

\_\_\_\_\_ No \_\_\_\_\_ Yes

**10. Are there or has there ever been any legal claims and judgments against you:**

\_\_\_\_\_ No \_\_\_\_\_ Yes If yes, briefly describe details.

**11. Are you presently on parole or probation?** \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, furnish details in a separate exhibit. List name under which held, if applicable.

**12. Have you ever been convicted with any criminal offense other than a minor motor vehicle violation?** \_\_\_\_\_ No \_\_\_\_\_ Yes If yes, furnish details on a separate exhibit. List names(s) under which charged, if applicable.

**A conviction will not necessarily disqualify you. Incorrect answers that constitute fraud are disqualifying.**

**I have answered these questions correctly to the best of my ability and knowledge.**

**Signature**

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**Title**

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**Date**

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**Personal Financial Statement (Net Worth) (Exhibit II)**  
**As of \_\_\_\_\_, 20\_\_**

The property owner may use this form or provide other acceptable form from accountant.

**Applicant:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone Number:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Date of Birth:** \_\_\_/\_\_\_/\_\_\_ **Social Security No.:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

<u>ASSETS</u>	<u>EST. \$ VALUE</u>	<u>LIABILITIES</u>	<u>\$ BALANCE OWED</u>
<b>REAL ESTATE (Address)</b>		<b>MORTGAGE (Specify)</b>	
_____	_____	_____	_____
_____	_____	_____	_____
<b>AUTO(S) (Yr, Make &amp; Model)</b>		<b>AUTO LOAN(S) (Specify)</b>	
_____	_____	_____	_____
_____	_____	_____	_____
<b>CHECKING ACCOUNT(S)</b>		<b>CREDIT CARD ACCOUNT(S) (Specify)</b>	
_____	_____	_____	_____
_____	_____	_____	_____
<b>SAVINGS ACCOUNT(S)</b>			
_____	_____		
_____	_____		
<b>STOCKS, BONDS &amp; CD's</b>		<b>PERSONAL LOAN(S) (Specify)</b>	
_____	_____	_____	_____
_____	_____	_____	_____
<b>CASH VALUE LIFE INSURANCE</b>			
_____	_____		
<b>PERSONAL ITEMS</b>		<b>OTHER (Specify)</b>	
_____	_____	_____	_____
<b>OTHER (Specify)</b>		_____	_____
_____	_____	_____	_____
<b>TOTAL ASSETS</b>	<b>\$</b> _____	<b>TOTAL LIABILITIES</b>	<b>\$</b> _____

TOTAL ASSETS – TOTAL LIABILITIES = NET WORTH  
 \_\_\_\_\_ - \_\_\_\_\_ = \_\_\_\_\_

**Tioga County  
Commercial Façade Improvement Loan Program**

**Application Form**

**1. Location of Property:**

**Street Address:** \_\_\_\_\_

**Municipality:** \_\_\_\_\_

**Tax Map Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**2. Ownership:**

**Owner's Name:**  
\_\_\_\_\_

**Owner's Mailing Address:**  
\_\_\_\_\_

**Telephone Number(s):** ( ) \_\_\_\_\_ - \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_ (cell)

**Email Address:** \_\_\_\_\_

**3. Encumbrances:**

**First Mortgage:**  
**Lender:** \_\_\_\_\_

**Original Amount \$** \_\_\_\_\_ **Remaining Balance** \_\_\_\_\_

**Second Mortgage/Other Outstanding Loans (if applicable)**

**Lender:** \_\_\_\_\_

**Original Amount \$** \_\_\_\_\_ **Remaining Balance** \_\_\_\_\_

**Amount of Liens or Taxes Outstanding \$** \_\_\_\_\_

**Attach a Loan Statement and /or confirmation letter from mortgage holder(s) of any outstanding balance(s) and status of said loan(s).**

**4. Property and Building:**

**Commercial Space** \_\_\_\_\_ **sq. ft.** \_\_\_\_\_ **%**

**Residential Space** \_\_\_\_\_ **sq. ft.** \_\_\_\_\_ **%**

**Total** \_\_\_\_\_ **sq. ft.** **100%**

**5. Current Commercial Tenants:**

**Please list all current commercial tenants including the amount of square feet occupied and the term of the current lease. Please list square footage of available commercial space for lease. Attach a copy of all executed leases to this application.**

**6. Proposed Work: (Exhibit III)**

**Please describe proposed work and attach contractor's (2) cost estimates. Outreach to certified M/WBE contractors must be made. List of regional contractors is available along with M/WBE contractor listing at [www.esd.gov/MWBE](http://www.esd.gov/MWBE) can be found. Include plans and specifications and/or architectural drawings if indicated.**

**a. Front:**

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**b. Sides:**

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**c. Back:**

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**7. Project Funding:**

	Private Lender	+	Owner's Equity	+	TC	+	Other	=	Total
<b>Amount</b>	_____		_____		_____		_____		_____
<b>Term</b>	_____		_____		_____		_____		_____
<b>Interest Rate</b>	_____		_____		_____		_____		_____
<b>Annual Debt Service</b>	_____	+	_____	+	_____	+	_____	=	_____

**Name of Private Lender:** \_\_\_\_\_

**Provide proof and/or commitment letter from all creditors to show project is fully funded.**

**Owner hereby represents and certifies that the information submitted herein with respect to mortgages, loans, and other liens and encumbrances is accurate and complete as of the date of this statement.**

**Owner shall notify Tioga County of any changes with respect to ownership of property, mortgages, loans and/or other liens or encumbrances from the date of this application until funds are disbursed.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Owner's Signature**