



CCLBA OFFER CHECKLIST 2020

Organizational Background

- Business Description
- Number of Employees
- Jobs Created in New Space
- Other Locations
- Articles of Incorporation or equivalent
- By-laws or equivalent
- Resumes for key staff and development team members

If applicable/available:

- Board of Directors list
- 501(c)3 acknowledgement letter

WEBSITE APPLICATION

- Complete online application at:
www.cookcountylandbank.org

Proposed Project's Financials

- Total Rehab Budget
- Sources and Uses Statement
- Letter of interest, approval, or award letters for grants, donations, or government contracts, proof of funds for cash contributions
- Contact information for all financing sources

Proposed Project Information

- Project Plan, Scope of Work, Photos, maps, renderings or mock-up of subject property
- Project timeline
- Samples of previous similar projects

If applicable:

- Letters of support from municipality, elected officials and community stakeholders

For more information, please contact:
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