



## CCLBA OFFER CHECKLIST 2022

### 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](http://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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