HISTORIC PRESERVATION MICROLOAN PROGRAM APPLICATION

**Overview and Instructions**

This application is for a Historic Preservation Microloan from the Preservation Alliance of West Virginia (PAWV) with funds provided by the 1772 Foundation. Please review all sections and fill out completely. If the property has multiple owners, each owner needs to sign and fill out Section 4.

Submit hard copy or electronic (in .pdf format) completed applications and supporting documentation to the PAWV. Contact the PAWV with questions or comments.

**SECTION 1: GUIDELINES AND REQUIREMENTS**

**I. Program Definition**

The Historic Preservation Microloan Program exists to preserve West Virginia’s architectural heritage and stimulate community revitalization through advocacy, lending, technical assistance, and development in historic areas in the state of West Virginia. The program directly fulfills the Preservation Alliance of West Virginia’s mission “to preserve our Mountain State for future generations.”

**II. Loan Review Committee**

The President of the Preservation Alliance of West Virginia will appoint the Loan Review Committee. The Loan Review Committee will be comprised of individuals with expertise in the following areas: historic preservation, finance, law, and downtown commercial redevelopment. The Executive Director shall be responsible for providing technical assistance, receiving applications; conducting a staff review and presenting qualified applications to the Loan Review Committee.

**III. Property Eligibility**

* 1. **A.** Funds must be used for the acquisition, restoration, or redevelopment of a building that is:

1. Listed on the National Register of Historic Places (NRHP);
2. A contributing structure in a NRHP district;
3. Eligible to be listed on the NRHP as determined by the State Historic Preservation Office; or
4. On the current or past list of PAWV’s Endangered Properties.

B. Located in the state of West Virginia.

C. Be owned in fee simple title by the applicant or the applicant must have a valid sales contract to acquire the property. Evidence must be provided to verify the required ownership interest.

* 1. D. Be physically and financially feasible for rehabilitation

## Eligibility Requirements by Product:

|  |  |  |
| --- | --- | --- |
|  | **Commercial Real Estate Loans** | **Endangered Properties** |
| **Loan Amount** | $2,500 - $10,000 | $2,500 - $10,000 |
| **Borrower Type** | Individuals  For profit business entities  Non Profit Organizations  Municipalities | Individuals  For profit business entities  Non Profit Organizations  Municipalities  Religious organizations |
| **Location** | Any location in West Virginia | Any location in West Virginia |
| **Use of Proceeds** | 1. Priority is given to construction costs for exterior stabilization or rehabilitation including:   * Front and secondary facades; * Foundations * Gutters and/or roof; * Windows; * Storefronts * Signage and awnings only as part of an overall façade renovation   2. Building acquisition when all other funds have been secured.  3. Architectural & engineering services. | 1. Priority is given to interior or exterior construction costs that are needed to stabilize the building. 2. Architectural & engineering services. 3. Architectural historian and accounting services for historic tax credit applications or National Register Nominations. 4. Building acquisition when all other funds have been secured. |
| **Leverage** | 30% equity contribution | 20% equity contribution |

F. **Permitting**: All permits (flood plain, construction, building, fire, life-safety, zoning, design review, etc.) are that are required by local issuing authorities, including building, fire, life safety, subdivision, zoning and historic preservation, have been obtained or will be obtained before work is commenced.

G. **Inspection**: The applicant will permit the Preservation Alliance of West Virginia and/or its employees, agents and representatives to inspect the property.

H. **Records and Reporting**: The Borrower will maintain clear and accurate records and receipts to verify eligible expenses. Copies of payments to contractors, permitting agencies and professional designers shall be submitted to the Preservation Alliance of West Virginia at the time that the borrower makes a request for final payment.

I. **Completion**: All work that is funded by the Historic Preservation Microloan program shall be completed within two years (24 months) of the first disbursement of funds. Preservation Alliance of West Virginia may in its sole discretion grant the Borrower an extension upon advance written notice.

* 1. **IV. Funding/ Loan Amounts**
  2. A. **Capitalization**: The Historic Preservation Microloan Program is capitalized at $25,000. No more than $25,000 may be disbursed at any time.
  3. B. **Loan Amounts**: Loans will be made for amounts between $2,500 and $10,000.
  4. C. **Interest Rate**: Loans will carry a 2% interest rate.

**V. Application Process**

Each applicant for the Historic Preservation Microloan program will acknowledge that the work for which the applicant seeks funds is commercial, and not consumer, in character. Applications are accepted year-round by submitting the completed application to:

Preservation Alliance of West Virginia

421 Davis Avenue, #4

Elkins, WV 26241

Or by email to [info@pawv.org](mailto:info@pawv.org)

* 1. **VI. Disbursement of Loan Proceeds**
  2. Proceeds of the loan for each project will be disbursed on behalf of the Borrower in full upon the Borrower’s execution of the funds and will begin accruing interest on that date on the full amount of the loan.

**VII. Terms of Repayment**

1. Loans will be fully amortized and repayable over twenty-four (24) months, payable in equal consecutive monthly installments.
2. Such monthly payments must be paid on or before the first (1st) day of every month until the full amount of the loan is paid. Payments may be made by check or by setting up ACH direct deposit payments.
3. Should the Borrower fail to make the monthly payments on or before the tenth (10th) day of any month, the Note shall be in default and the Preservation Alliance of West Virginia may declare the unpaid principal balance immediately due and payable and will have such other rights and remedies as may be available according to the laws of the State of West Virginia, including the right to foreclose on the property.
4. A $25.00 fee will be added to all late payments.
5. Payments will begin on the first (1st) day of the month following the date of the Note (loan closing date).
   1. **VIII. Security and Security Position**
   2. A. The loan will be evidenced by a Promissory Note and will be secured by a deed of trust on the subject property.
   3. B. The Promissory Note is not assignable or transferable by the Borrower. If the Borrower sells or otherwise disposes of title to the subject property, the full amount of the unpaid balance shall be due and payable upon the closing of the sale.
   4. C. The Borrower acknowledges that the loan from the Historic Preservation Microloan program and the work will be of a commercial character.

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Applicant’s Signature Date Co-Applicant’s Signature Date

**SECTION 2: APPLICATION AND CHECKLIST**

I (we) hereby apply for a loan in the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the purpose of improving the building located at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(address) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_(city), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County,WV.

|  |  |
| --- | --- |
| **I (we) certify that (please check):** |  |
| All requirements in the “Guidelines” are met (Section 1) | 󠄀 |
| The Application is true and complete (Section 2) | 󠄀 |
| A complete work write-up is attached (Section 3) | 󠄀 |
| A completed credit application is attached (Section 4) | 󠄀 |
| All proposed work is eligible for this loan program | 󠄀 |
| The proposed work in this application has not started | 󠄀 |
| **I (we certify that the following required documentation is attached in addition to a complete and signed application (please check):** |  |
| Evidence of clear title (property ownership) is attached. | 󠄀 |
| Income verification (2 years of tax returns, 2 months of bank statements and 2 recent paystubs) is attached. | 󠄀 |
| Application fee of $100 attached | 󠄀 |

We are prepared to close the loan and work can begin upon loan closing on or after \_\_\_\_\_\_\_\_\_\_\_\_ (date). The work to be performed is as follows:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All materials will be good quality, securely fastened and all work will be performed in a good, workmanlike manner befitting the quality of West Virginia.

Loan proceeds may be drawn upon satisfactory completion of the work or as permitted by paragraph VII of the “Guidelines and Requirements”.

The Loan Application signed by the owner on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and approved by the Preservation Alliance of West Virginia Loan Review Committee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) and the promissory note and deed of trust signed by the owner on\_\_\_\_\_\_\_\_\_\_\_\_\_(date) and the “Work Write-Up” form signed by the owner and certified by the contractor on \_\_\_\_\_\_\_\_\_\_\_\_ (date) and \_\_\_\_\_\_\_\_\_\_\_\_\_(date) and the “Guidelines and Requirements” form signed by the owner on \_\_\_\_\_\_\_\_\_\_\_\_(date) constitute the entire agreement between the parties.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Signature Date Co-Applicant’s Signature Date

**SECTION 3: WORK WRITE-UP**

Typically, this section is printed, completed and signed by the contractor (or other professional providing services). Applicant can also attach a copy of any work proposals provided by contractor (or other professional providing services).

Property Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Write-up Prepared by :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(contractor/professional)

Preparer’s Daytime Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK TO BE PERFORMED:**

**ESTIMATED COST TOTAL**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Owner may not be reimbursed for sweat equity.

**CERTIFICATE**

I certify that the amount shown as “TOTAL” above is the full cost of the work to be done by me.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Signed by Contractor (Professional) Date

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 4: CREDIT APPLICATION**  **APPLICANT INFORMATION** | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Date of birth: | | SSN: | | | | | | Phone: | | | |
| Current address: | | | | | | | | | | | |
| City: | | State: | | | | | | ZIP Code: | | | |
| Own Rent | | Monthly payment or rent: | | | | | | How long? | | | |
| Previous address: | | | | | | | | | | | |
| City: | | State: | | | | | | ZIP Code: | | | |
| Owned Rented | | Monthly payment or rent: | | | | | | How long? | | | |
| **EMPLOYMENT INFORMATION** | | | | | | | | | | | |
| Current employer: | | | | | | | | | | | |
| Employer address: | | | | | How long? | | | | | | |
| Phone: | | E-mail: | | | | | | Fax: | | | |
| City: | | State: | | | | | | ZIP Code: | | | |
| Position: | | Hourly Salary | | | | | | Annual income: | | | |
| Previous employer: | | | | | | | | | | | |
| Address: | | | | | How long? | | | | | | |
| Phone: | | E-mail: | | | | | | Fax: | | | |
| City: | | State: | | | | | | ZIP Code: | | | |
| Position: | | Hourly Salary | | | | | | Annual income: | | | |
| Name of a relative not residing with you: | | | | | | | | | | | |
| Address: | | | | | Phone: | | | | | | |
| City: | | State: | | | | | | ZIP Code: | | | |
| Relationship: | | | | | | | | | | | |
| **CO-APPLICANT INFORMATION, IF FOR A JOINT ACCOUNT** | | | | | | | | | | | |
| Name: | | | | | | | | | | | |
| Date of birth: | | SSN: | | | | | | Phone: | | | |
| Current address: | | | | | | | | | | | |
| City: | | State: | | | | | | ZIP Code: | | | |
|  | |  | | | | | |  | | | |
| Own Rent | | | Monthly payment or rent: | | | | | | How long? | | |
| Previous address: | | | | | | | | | | | |
| City: | | | State: | | | | | | ZIP Code: | | |
| Owned Rented | | | Monthly payment or rent: | | | | | | How long? | | |
| **CO-APPLICANT EMPLOYMENT INFORMATION** | | | | | | | | | | | |
| Current employer: | | | | | | | | | | | |
| Employer address: | | | | | | How long? | | | | | |
| Phone: | | | E-mail: | | | | | | Fax: | | |
| City: | | | State: | | | | | | ZIP Code: | | |
| Position: | | | Hourly Salary | | | | | | Annual income: | | |
| Previous employer: | | | | | | | | | | | |
| Address: | | | | | | | | | | | |
| Phone: | | | E-mail: | | | | | | Fax: | | |
| City: | | | State: | | | | | | ZIP Code: | | |
| Position: | | | Hourly Salary | | | | | | Annual income: | | |
| **APPLICATION INFORMATION CONTINUED** | | | | | | | | | | | |
| Name of a relative not residing with you: | | | | | | | | | | | |
| Address: | | | | | | Phone: | | | | | |
| City: | | | State: | | | | | | ZIP Code: | | |
| Relationship: | | | | | | | | | | | |
| **CREDIT CARDS** | | | | | | | | | | | |
| Name | Account no. | | | | | Current balance | | | | | Monthly payment |
| **MORTGAGE COMPANY** | | | | | | | | | | | |
| Account no.: | | | | | | Address: | | | | | |
| **AUTO LOANS** | | | | | | | | | | | |
| Auto loans | Account no. | | | | | Balance | | | | | Monthly payment |
| **OTHER LOANS, DEBTS, OR OBLIGATIONS** | | | | | | | | | | | |
| Description | | | | Account no. | | | | | | Amount | |
| **OTHER ASSETS OR SOURCES OF INCOME** | | | | | | | | | | | |
| Description | | | | | | | Amount per month or value | | | | |
| I authorize Preservation Alliance of West Virginia to verify the information provided on this form as to my credit and employment history.  I am aware that Preservation Alliance of West Virginia will pull any credit history one week prior to the monthly Loan Review Committee meetings and that I will notify them immediately if I want to cancel or postpone my application. | | | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of applicant | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of co-applicant, if for joint account | | | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | | | |

**SECTION 5: REVIEW CRITERIA (FOR OFFICE USE ONLY)**

Applicant:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loan request:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **The following documentation has been received from applicant:** |  |
| We received a complete application |  |
| Evidence of clear title (property ownership) is attached 󠄀 | 󠄀 |
| Income verification is included  Type of income verification: | 󠄀 |
| Application fee of $100 received | 󠄀 |
| A complete work write-up is attached | 󠄀 |
| The cost of the work is reasonable | 󠄀 |
| All requirements in the “Guidelines” section are met 󠄀 | 󠄀 |
| A completed credit application is attached | 󠄀 |
| The amount of work can be completed in two years | 󠄀 |
| All proposed work is eligible for this loan program | 󠄀 |
| Construction or work proposed has not started | 󠄀 |
| All application materials are signed and dated | 󠄀 |

**Debt-to-income ratio after new debt service**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Verify credit application by checking the following reports:**

󠄀 Equifax

󠄀 Chapter 7 and/or 13 judgments

󠄀 Other federal debt or judgments

󠄀 Employment verification report

**Initial physical inspection of property completed by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PAWV representative Date

**Notes**: