

Louisville CARES Application Checklist

The following documents are required at the time of application unless otherwise noted. For specific instructions regarding each item, please read the Application Instructions.

Please email LouisvilleCARES@louisvilleky.gov and request access to MetroSFT. MetroSFT is Louisville Metro Government's secure email service provider. Once access has been granted, all documents can be attached to one email and emailed to LouisvilleCARES@louisvilleky.gov.

Please include this Application Checklist as an attachment to your email. Put a check mark next to the items that should be attached to the email. If any items are not attached, please provide an explanation why they have not been attached.

Louisville CARES Application Checklist

Louisville CARES Application

Underwriting Model

Project Scoring Workbook

Applicant Certification and Credit Report Authorization, or Credit Report pulled by another capital provider within the past 30 days

Plans and Specifications (if available at the time of application)

Market Study (if available at the time of application)

Appraisal (if available at the time of application)

Environmental Reports (if available at the time of application)

Deed, Purchase Contract or Lease Agreement

Firm Commitments or Status of Outstanding Applications

Pay-in Schedule

Collateral (if other than subject property)

Project Timeline

Screenshot of Employment Center/TARC Bus Line Map showing distance to employment center and nearest bus line.

Development Team Organizational Chart

Tax Returns for 3 Previous Years – Principals

Tax Returns for 3 Previous Years – Guarantor (if applicable)

Development Team Resumes

Principals

Consultant

General Partner

Architectural Firm

General Contractor

Management Company

Flood Determination Letter

Documentation of Good Standing with Human Relations Commission (if available at time of application)

Documentation that there are no unresolved violations under Louisville Metro Government's Property Maintenance Code (if available at time of application)

\$500 non-refundable Application Fee made payable to "Louisville Metro Government"

Please mail to:

Metro Government Center

Attn: Heather Hairgrove

444 South 5th Street, Suite 600

Louisville, KY 40202