

## 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](mailto: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](mailto: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.

Project Name:

Date Submitted:

- 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
- 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 – please mail to:

Metro Government Center  
Attn: Louisville CARES  
444 South 5<sup>th</sup> Street, Suite 500  
Louisville, KY 40202