



Chicago Neighborhood Rebuild Program (CNRP) Checklist

We recommend you setup a [Dropbox](#) or [Google Drive](#) to house your files and provide access to us once you're ready to submit your completed application. Completed applications can be sent via email to: Lending@cclfchicago.org. You may also submit your application by mail to Chicago Community Loan Fund 29 E Madison Street, Suite 1700 Chicago, IL 60602 – Attn: Lending. Your application fee of \$250 can be paid online at CCLFChicago.org.

All applicants must review in detail the RFQ and submit the following items for consideration into the CNRP:

- **Corporate/organizational profile**
 - Business Strategy with a brief narrative
 - Mission
 - Goals
 - Objectives
 - Action Plan
- **Biographies/resumes of key principals**
 - List of completed previous real estate projects (**projects specifically for the principals**).
- Insurance information (**General Liability, Builders Risk Carrier**)
- **Evidence** identifying applicant as a ***“Neighborhood Developer”*** (*“Local” or “Neighborhood Developer” means some or all of the following: company principals are residents of, company’s principal offices are located within Chicago, and/or a substantial portion of the company’s projects are located within Chicago’s South and West side communities..*)
- A completed Personal Financial Statement (**PFS**) statement, included in this packet
- Most recent 3-years of **tax returns**
 - Business if the business is an existing entity
 - Personal
- Most recent 3-years of **financial statements** if the business is an existing entity
- Most recent 3-months of **bank statements** (Business & Personal)
- **Letter of Explanation** if applicable
 - Include a narrative, should there be blemishes to credit
- Provide the following for the **last 3 completed 1-4 unit housing projects**
 - Address
 - Property type
 - Purchase date
 - Purchase price
 - Rehab cost
 - Before and after pictures
 - Sales date if applicable
 - Sales price if applicable
 - If last 3 completed projects were not in the 1-4 unit asset class, provide details
- If not a **GC**, provide GC info - **Name, Address, Contact Number, Email, time in business**
- If not a **licensed broker**, provide broker info or organizations that supports your distribution strategy.
 - Name
 - Address
 - Contact number
 - Time in business