



Chicago Neighborhood Rebuild Program (CNRP) Checklist

Thank you for your interest in the Rebuild program. We recommend setting up a [Dropbox](#) or [Google Drive](#) folder to store your application materials and share access with us once your application is complete.

Completed applications can be sent via email to: Lending@cclfchicago.org.

Please note, a **non-refundable** application fee of **\$250** is required **only for applicants seeking a Line of Credit**. The fee can be paid online at <https://cclfchicago.org/borrower-resources/>

Please complete Parts 1–3 of the application for consideration as a developer in the Rebuild Program. The full application packet must be completed for consideration for the Rebuild Line of Credit.

- **Part 1: Corporate/organizational profile**
 - Attach a resume or brief biography of 1-2 key **company leaders**
 - Attach insurance information (**General Liability, Builders Risk Carrier**)
 - Attach Developers Licenses
 - Attach valid photo ID - Drivers Licenses, State ID, or Passport

- **Part 2: Business Overview and Objectives**
 - Business Strategy with a brief narrative
 - Mission
 - Goals
 - Objectives
 - Action Plan

- **Part 3: Previous Experience:**

Provide the following information for the last 3 completed 1-4 unit housing projects:

 - Address
 - Property type
 - Purchase date
 - Purchase price
 - Rehab cost
 - Before and after pictures - **link to dropbox or google drive**
 - Sales date if applicable
 - Sales price if applicable
 - GC info
 - Licensed broker

- **Part 4: REBUILD Line of Credit Application:**

If you are interested in a Rebuild Line of Credit, please complete the remainder of the application and attach the following documents:

 - Most recent 3-years of **business tax returns**
 - Most recent 3-years of **financial statements**
 - Most recent 3-months of **bank statements** (Business & Personal)
 - **Letter of Explanation** for any blemishes to credit



Part 2: Business Overview and Objective

Company's Mission statement:

Brief history/background of organization (please note any major changes in recent years):

Summary of applicant's current activities:

Summary of applicant's experience related to proposed project/development:

Summary of applicant's organizational goals over next five years:

Part 3: Past Project Experience

Project 1

Address: _____
Property Type: _____
Purchase Date: _____
Purchase Price: _____
Rehab Cost: _____
Sales Date: _____
Sales Price: _____
Photos Link: _____

Project 2

Address: _____
Property Type: _____
Purchase Date: _____
Purchase Price: _____
Rehab Cost: _____
Sales Date: _____
Sales Price: _____
Photos Link: _____

Project 3

Address: _____
Property Type: _____
Purchase Date: _____
Purchase Price: _____
Rehab Cost: _____
Sales Date: _____
Sales Price: _____
Photos Link: _____

General Contractor Info

Name: _____
Email: _____
Contact Number: _____
Website: _____
Years in Business: _____

Licensed Broker Information

Name: _____
Email: _____
Contact Number: _____
Website: _____
Years in Business: _____



Part 4: Line of Credit Application

Disclosures and References / Credit Authorization Request

The undersigned applicant(s) do hereby represent and warrant that the information contained in this application, and any attachments submitted in conjunction with it, is complete and correct. Furthermore, **applicant(s) authorize CCLF and/or any of its affiliate to obtain credit references, credit reports on the business, credit reports for the personal guarantors, and to release credit information to others.** All applications are subject to final credit approval. CCLF and its affiliates reserve all rights to publicly announce the approval, commitment, or closing of any loan.

The undersigned hereby certifies that, to the best of his/her knowledge, as of the date of this loan application, neither the undersigned, nor any of its officers, directors, trustees or affiliates (collectively, the "Undersigned"), has ever been charged with, indicted or convicted of, or pled guilty to, a felony of any kind, a crime involving fraud or any misdemeanor involving moral turpitude. The undersigned certifies that its internal operations and service are administered on a non-discriminatory basis without regard to race, creed, color, sex, sexual orientation, disability, marital status, veteran status, national origin, age or income level. The undersigned also certifies that the business is not military/defense related in is non-nuclear, and complies with federal, state, and local regulations regarding air, water, toxic materials, hazardous wastes and occupational safety.

The undersigned hereby authorizes CCLF to perform background checks on the Undersigned, as CCLF may determine in its sole discretion. The undersigned also hereby authorizes CCLF to contact the borrower/guarantors for all needed social impact data requested by CCLF's investors. **Application cannot be processed without returned authorized signature.**

Authorized Signer(s) – Print

Authorized Signer(s) – Signature

Date

Check if the applicant is involved or threatened with a bankruptcy, lawsuit or other litigation. If yes, briefly describe the nature of the case here: _____

Check here if the application has ever defaulted on a loan. If yes, please explain: _____

Character Reference

Name: _____
Phone: _____

Relationship to Applicant: _____
Email: _____

Character Reference

Name: _____
Phone: _____

Relationship to Applicant: _____
Email: _____

Credit Verification Authorization Form

The undersigned hereby authorizes the Chicago Community Loan Fund to conduct a credit check for the purposes of underwriting a loan to _____ (borrower).

Date of Birth

Social Security Number

Street Address

City

State

Zip

Signature of Authorized Agency Officer

Date

Printed Name

Title

Loan Request / Projected Sources and Uses

Requested Loan Amount

Sources and Uses			
Sources (Estimates)	\$	Uses (Estimates)	\$
CCLF Debt		Acquisition	
Borrower's Equity		Rehab	
		10% Contingency	
		Soft Cost	
		Closing Cost	
Total		Total	



CHICAGO COMMUNITY LOAN FUND

PERSONAL FINANCIAL STATEMENT

CONFIDENTIAL

BACKGROUND

Name		Position or occupation	
Today's date	Date of Birth	Business Name	
Social security number		Business' Street address	
Applicant's Street address			
City	County	City	County
State	Zip code	State	Zip code
Length of time at this address	Home Telephone	Work telephone ()	Length of employment
Spouse's name and social security number			

This is a(n) _____ **Individual financial statement** _____ **Joint financial statement with spouse**

List all amounts in dollars (omit cents). Please attach a separate sheet if you need more space to complete a detailed schedule.

SCHEDULE 3 – MARKETABLE STOCKS AND BONDS

Num. Of share owned or face value (bonds)	Description	Registered in name of	To whom pledged	Date acquired	Cost	Present market value
TOTAL						

SCHEDULE 4 – STOCK IN CLOSELY HELD CORPORATIONS

Name of Corporation	Stock in name of	Annual statement date	Total shares outstanding	Total stockholders equity	Number of shares owned	Estimated value of shares owned
TOTAL						

SCHEDULE 5 – VEHICLES, MACHINERY & EQUIPMENT

Description (Year, Make & Model)	Year acquired	Cost	Loan payable to	Loan account number	How payable	Loan Balance	Present market value
					\$ per		
					\$ per		
					\$ per		
					\$ per		
					\$ per		
TOTAL							

SCHEDULE 6- REAL ESTATE

Address & Description (Include dimension & acres)	Title in name of	Year acquired	Cost	Loan payable to	How payable	Loan Balance	Present market value
					\$ per		
					\$ per		
					\$ per		
					\$ per		
					\$ per		
TOTAL							

SCHEDULE 7 – OTHER LOANS PAYABLE (INCLUDING CREDIT CARD AND OTHER REVOLVING LOANS)

Name and address of lender	Collateral pledged and names of co makers or endorsers	Original Date	Original Amount	How payable	Loan Balance
TOTAL					

CCLF Social Impact Tracking Sheet

Borrower:
 Loan #:
 Date:

Instructions: Fill out the **green** areas of this sheet as comprehensively and accurately as possible, even if some of the numbers may be estimates at this point in the process. For questions that do not apply to your project, fill in 0 (zero) or N/A (not applicable).

A) PROJECT INFORMATION

Project address	
Community Area (neighborhood)	
Is this project located in a CDFI Target Market Area? (Yes/No)	
Ward	
Congressional district	
Loan Product Type (Construction, EWC, Predev, Miniperm, Perm)	
Total project cost	

B) HOUSING¹

Total number of units created	
Number of affordable units created	
Number of affordable units renovated/preserved	
Percentage of minority residents	%
Percentage of low-income residents	%
Amount/Type of wealth-creation	

C) EMPLOYMENT²

Total number of jobs created (exclude construction jobs)	
a). Number of jobs created for minorities	
b). Number of jobs created for low-income people	
c). Number of entry-level jobs created	
d). Number of supervisory jobs created	
e). Number of managerial jobs created	
Total number of jobs <i>Retained</i>	
Total number of jobs at <i>Loan Close</i>	
Total number of <i>Construction Jobs</i>	
Amount/Type of wealth-creation	

D) COMMERCIAL/RETAIL ECONOMIC DEVELOPMENT

Square footage of commercial real estate space financed		SF
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E) COMMUNITY FACILITIES

Square footage of facility <i>retained</i>		SF
Square footage of facility <i>created</i>		SF
Number of total clients served annually at facility		
a). Percentage of clients served annually who are minorities		%
b). Percentage of clients served annually who are low-income		%
Capacity of Arts Center clients served (#)		%
Capacity of Healthcare clients served (#)		%
Incremental number of clients served due to CCLF financing of project		
a). Percentage of incremental clients who are minorities		%
b). Percentage of incremental clients who are low-income		%

F) CHILDCARE/EDUCATION FACILITIES

Number of childcare slots created	
Number of childcare slots retained	
Number of children served annually	
Number of charter school seats created	

G) GREEN / SUSTAINABILITY

Describe any aspects of the project which are environmentally sustainable or contain a Climate Focused Purpose:

H) Minority Business Entity/Women Business Entity Involvement

Is this project MBE? (Yes/No)	
Is this project WBE? (Yes/No)	

I) COMMUNITY IMPACT & OTHER

Describe how the project serves the community:

Describe any additional development in the community you think the project will spur:

Other helpful information:

Definitions:

(1) *Housing:* Units= total units or households financed (e.g. for supportive or dorm-style housing, count the number of beds to get the number of "units"). "Affordable" is defined as renting to households earning less than 120% of Area Median Income.

(2) *Employment:* "Jobs created" does NOT include short-term or temporary jobs associated with construction, only jobs created directly as a result of the loan project. "Jobs preserved" includes jobs that are directly in jeopardy (in short or long-term) if CCLF does not finance the project. "Low income" represents individuals who have an annual income of not more than 80% of AMI.

(3) *MBE/WBE:* A *Minority Business Enterprises* is a business that is at least 51% owned and controlled by one or more minority persons. A *Woman Business Enterprise* is a business that is at least 51% owned and controlled by a woman.

(4) *CDFI Target Market Area:* In June 2024, the new CDFI Fund pre-qualified census tracts were released. The new census tracts are based on 4 factors, median income, poverty rate, unemployment rate, and population loss. You can use the CDFI Fund's mapping system to search by address (link: [CDFI Public Viewer - InVision \(cdfifund.gov\)](https://www.cdfifund.gov)) to determine YES/NO eligibility

