

Village Capital Corporation

Loan Application

Village Capital Corporation (VCC) requires that projects seeking real estate project financing assistance from VCC submit an application for funding. This application must be submitted four weeks in advance of the VCC Board meeting where the application will be reviewed for program action by the Board of Trustees, which meets every six weeks. NOTE: Submittal of the application does not guarantee approval.

Applications are to be submitted to:

Village Capital Corporation
1956 West 25th Street, Suite 200
Cleveland, OH 44113
ATT: Linda M. Warren, President
Email: lmw@neighborhoodprogress.org
Phone: 216-830-2770, Ext. 209
Fax: 216-830-2767

APPLICATION REQUIREMENTS:

- I. Executive Summary – Provide a one page summary of the project features, including borrower name, project profile, dollar amount & type of loan requested from VCC, etc. (See attached template.)
- II. Borrower Information – Provide general background, history, track record, financial status/condition of the borrower and a full listing of other real estate development projects undertaken (i.e., project name, address, project type, number of units/square feet, total project cost, etc.). Describe any entities that will be involved in carrying out the proposed project, including joint ventures, partnerships or other structures that will be created.
- III. Project Description – Provide comprehensive information about the proposed development project, including a) the site address; b) the project's overall scope and scale; c) the extent of development required; d) how the project fits within the existing neighborhood development plan; and e) the likely benefits that will result from the project's completion.
- IV. Market Analysis – Provide relevant background regarding the demand for the proposed project, paying particular attention to the characteristics of the local market. For all projects, provide data on comparable real estate values in the area. For housing projects, provide data on prevailing market rents and/or sales prices in relation to the proposed prices of the units to be developed.
- V. Development Team – Provide a list of all members of the development team and submit company information or a list of previous projects for each.

- VI. Financing Summary – Attach a project budget of sources and uses (to include all hard and soft costs) along with a redevelopment pro forma; i.e., include a minimum 10-year operating budget on rental property or estimated sales budget on for-sale property. Detail the status of the identified monies (in-hand, committed, requested, etc.) and the accompanying interest rates.
- VII. Loan Request – Provide the dollar amount of loan being requested, a detailed breakdown of costs to be paid for by the loan, and the sources that would be used to repay the loan. List collateral that would be pledged to the loan. Describe the importance of VCC’s financing to the project.
- VIII. Development Schedule – Provide a timeline of activities from project concept to project completion.
- IX. Key Issues – Outline all key issues impacting project viability; e.g., environmental concerns, neighborhood concerns, borrower capacity, market issues, zoning issues, tenant relocation issues, financing gaps, council support, opportunity costs, etc. Describe the plan for addressing and managing these issues.
- X. Additional Attachments – Include the following:
 - Site location map
 - Site plan
 - Building plans
 - Project photos or renderings
 - Most recent borrower financials, including personal financials for any guarantor

EXECUTIVE SUMMARY

PROJECT NAME:

BORROWER: (Name)
(Address)
(City, State, Zip Code)

DEVELOPER:

PROJECT ADDRESS: (Address)
(Ward #)

PROJECT TYPE: (Residential/Commercial/Mixed Use; Rental or For Sale; Affordable or Market Rate)

PROJECT SIZE: (# units or # sq. ft.)

PROJECT DESCRIPTION: (Brief paragraph summing up the project features)

TOTAL PROJECT COST: (Total estimate anticipated for project)

VCC REQUEST: (\$ amount)

TYPE OF LOAN REQUESTED: (e.g., construction, acquisition, permanent, etc.)

STRATEGIC IMPORTANCE: (Brief paragraph highlighting why the project is an important deal in the neighborhood.)