

# APPLICATION

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**cic**

**Community Investment Corporation**

*Chicagoland's Leading Neighborhood Revitalization Lender*



**SCHEDULE A - U.S. GOVERNMENTS AND MARKETABLE SECURITIES**

Number of Shares of Face Value (Bonds)	Description	In Name Of	Are These Pledged?	Market Value

**SCHEDULE B - NON-MARKETABLE SECURITIES**

Number of Shares	Description	In Name Of	Are These Pledged?	Source of Value	Value

**SCHEDULE C - REAL ESTATE OWNED AS PERSONAL RESIDENCE**

Address & Type Of Property	Title in Name Of	% Of Ownership	Date Acquired	Cost	Market Value	Mortgage Maturity	Mortgage Amount

**SCHEDULE D - REAL ESTATE OWNED FOR INVESTMENT PURPOSES (see attached)**

**SCHEDULE E - LIFE INSURANCE CARRIED, INCLUDING N.S.L.I AND GROUP INSURANCE**

Name of Insurance Company	Owner of Policy	Beneficiary	Face Amount	Policy Loans	Cash Surrender Value

**SCHEDULE F - BANKS OR FINANCE COMPANIES WHERE CREDIT HAS BEEN OBTAINED**

Name & Address of Lender	Credit In The Name Of	Secured Or Unsecured	Original Date	Hlgh Credit	Current Balance

The information contained in this statement is provided for the purpose of obtaining, or maintaining credit with CIC on behalf of the undersigned or persons, firms or corporations in whose behalf the undersigned may either severally or jointly with others, execute a guaranty in CIC's favor. Each undersigned understands that CIC is relying on the information provided herein (including the designation made as to ownership of property) in deciding to grant or continue credit. Each undersigned represents and warrants **that the information provided is true and complete** and that CIC may consider this statement as continuing to be true and correct until a written notice of a change is given to CIC by the undersigned. CIC is authorized to make all inquires deemed necessary to verify the accuracy of the statements made herein, and to determine my/our creditworthiness. CIC is authorized to answer questions about it's credit experience with me/us.

Signature (individual) \_\_\_\_\_

S.S. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature (Other Party) \_\_\_\_\_

S.S. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Date Signed \_\_\_\_\_ 20 \_\_\_\_\_

**ADDENDUM TO PERSONAL FINANCIAL STATEMENT**

**TO: COMMUNITY INVESTMENT CORPORATION**

**FOR:** \_\_\_\_\_

Page 1 of 2 pages

**SAVINGS/CHECKING ACCOUNT(S):**

FINANCIAL INSTITUTION	FINANCIAL INSTITUTION
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
BALANCE	BALANCE

FINANCIAL INSTITUTION	FINANCIAL INSTITUTION
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
BALANCE	BALANCE

**INSTALLMENT LOANS/UNSECURED NOTES:**

NOTE HOLDER	NOTE HOLDER
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
UNPAID BALANCE	UNPAID BALANCE
MONTHLY PAYMENT	MONTHLY PAYMENT

NOTE HOLDER	NOTE HOLDER
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
UNPAID BALANCE	UNPAID BALANCE
MONTHLY PAYMENT	MONTHLY PAYMENT

**(CONTINUE ON REVERSE SIDE)**

# ADDENDUM TO PERSONAL FINANCIAL STATEMENT

Page 2 of 2 pages

## MORTGAGE LOANS:

MORTGAGE HOLDER	MORTGAGE HOLDER
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
BALANCE	BALANCE
MONTHLY PAYMENT	MONTHLY PAYMENT
PERCENTAGE OF OWNERSHIP	PERCENTAGE OF OWNERSHIP

MORTGAGE HOLDER	MORTGAGE HOLDER
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
BALANCE	BALANCE
MONTHLY PAYMENT	MONTHLY PAYMENT
PERCENTAGE OF OWNERSHIP	PERCENTAGE OF OWNERSHIP

MORTGAGE HOLDER	MORTGAGE HOLDER
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
BALANCE	BALANCE
MONTHLY PAYMENT	MONTHLY PAYMENT
PERCENTAGE OF OWNERSHIP	PERCENTAGE OF OWNERSHIP

MORTGAGE HOLDER	MORTGAGE HOLDER
ADDRESS	ADDRESS
CITY STATE ZIP CODE	CITY STATE ZIP CODE
ACCOUNT NO.	ACCOUNT NO.
BALANCE	BALANCE
MONTHLY PAYMENT	MONTHLY PAYMENT
PERCENTAGE OF OWNERSHIP	PERCENTAGE OF OWNERSHIP



**COMMUNITY INVESTMENT CORPORATION**  
222 South Riverside Plaza, Suite 2200  
Chicago, Illinois 60606  
(312) 258-0070 Phone  
(312) 258-8888 Fax

**INFORMATION DISCLOSURE AUTHORIZATION**

**To whom it may concern:**

I/We hereby authorize you to release to **Community Investment Corporation**, for verification purposes, information concerning:

- \_\_\_\_\_ **Employment history, dates, title, income (hours worked, etc.).**
- \_\_\_\_\_ **Bank and deposit account records.**
- \_\_\_\_\_ **Mortgage loan rating (opening date, high credit, payment amount, loan balance and payment record).**
- \_\_\_\_\_ **Any information deemed necessary in connection with a consumer credit report.**

This information is for the confidential use of Community Investment Corporation

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature(s) of the undersigned) may be deemed to be the equivalent of the original and may be used as a duplicate original up to 90 days from date of signature.

Your prompt reply is appreciated.

\_\_\_\_\_  
**Print Name**

**Social Security Number**

\_\_\_\_\_  
**Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_  
**Print Name**

**Social Security Number**

\_\_\_\_\_  
**Signature**

**Date**

\_\_\_\_\_

# CONSTRUCTION MATERIALS

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**cic**

**Community Investment Corporation**

*Chicagoland's Leading Neighborhood Revitalization Lender*

# COMMUNITY INVESTMENT CORPORATION

## SUBMISSION OF A CONSTRUCTION PLAN AS PART OF YOUR APPLICATION

Most loans made by CIC include either a rehab or new construction component. Therefore, our in-house construction staff becomes involved in evaluating your application at the time it is received. This review includes a visit to the property and an analysis of the proposed scope of work and budget in relation to the observations made during the visit. It also includes a review of your General Contractor's qualifications.

The scope of work should protect the physical integrity of our joint investment and include as many marketing and comfort amenities as can be afforded without putting the rents or sales prices out of reach of the market you want to serve.

All CIC loans that have a construction component require an insured General Contractor to coordinate the work and to be responsible for its completion. An owner who has successfully completed comparable jobs as a General Contractor can meet this criteria. **The proposed contractor is expected to complete the enclosed CONTRACTOR INFORMATION FORM and provide it and the required financial reports to you for inclusion in your application.**

You should decide if you need the services of a professional architect or spec writer to determine the scope of the work or if you are able to establish the scope with the help of your General Contractor. Regardless of which method you choose, you, the Architect or spec writer and the General Contractor need to look at all portions of the building **together** and determine a scope of work that meets its needs.

As you and your construction team go through the building, you will be looking at all of its various parts in a way that will help you recognize which portions need attention and how immediate each of those needs are. Be sure to review the enclosed **Rehab Checklist** as an aid in your preparation of a submission.

You and your contractor must then agree on a written **NARRATIVE** setting forth the scope of work the Contractor is going to perform and a preliminary **CONTRACTOR'S SWORN STATEMENT** showing who will do the work and how much the various components will cost. (Samples of these two documents are enclosed with this application.) **The NARRATIVE and SWORN STATEMENT are to be included with your application, as are any plans or written specifications.**

# CONTRACTOR'S NARRATIVE OVERVIEW

PROPERTY ADDRESS: \_\_\_\_\_  
NUMBER OF UNITS: 8 (Res) 8 (Comm'l) 0 Number of Stories 3  
DATE: \_\_\_\_\_

PLEASE GIVE A BRIEF DESCRIPTION OF THE EXTENT AND SCOPE OF WORK TO BE DONE. PLEASE ADDRESS EACH ITEM AND ADD CATEGORIES IF NECESSARY. (IF NO WORK IS NEEDED, SHOW "N/A". IF SOME WORK IS PLANNED TO BE DONE AT A LATER DATE FROM RENTS, SAY SO.)

## I. GENERAL

- A. PLANS: We will provide architectural plans for de-conversion of 13 units to 8 units to include porch replacement and heating layout.
- B. PERMITS: We will provide general building permit, plumbing permit, electrical permit, HVAC permit and porch permit.
- C. DEMOLITION: Remove approximately 160 linear feet of existing partitions, all kitchen cabinets, most bath fixtures, all hot and cold water lines and one bathroom stack in the south tier. Remove one 3 story porch. Also, any work that disturbs more than 6 S.F. of paint on the interior or 20 S.F. of paint on the exterior or involves window replacement will be done by Certified Renovators, or by workers trained by Certified Renovators, and that the work will be done utilizing lead-safe work practices.
- D. ENVIRONMENTAL: Suspected asbestos pipe covering will be removed from basement and clearance air tests and dump certificates will be provided.
- E. THE APPROXIMATE AREA OF THE FOUNDATION "FOOTPRINT" OF THIS BUILDING IS 2800 SQUARE FEET.
- F. ANTICIPATED LENGTH OF CONSTRUCTION: Nine (9) MONTHS.

## II. BUILDING EXTERIOR

- A. FRAMING (exterior walls, roof – new or repair): Replace approximately 250 linear ft. of 2 X 12 roof joists and 300 sq. ft. of sheathing (3/4" plywood) in the southwest quadrant of roof.

- B. BRICKWORK/LINTELS: Clean face brick and stone, 100%. Repair front stone above building entry. Point all stone trim. Spot point face brick approximately 40%. Point common brick 100%. Replace 3 lintels south exterior & 2 lintels west exterior – both inner & outer angles.
- C. WINDOWS: Replace 120 windows with insulated metal windows: Silverline 1500. Cap wood trim with aluminum. Lintels will remain exposed so their condition can be monitored. Scrape and paint lintels.
- D. EXTERIOR PAINTING/SIDING: Paint all basement and apartment rear entry doors and frames. Spot paint all porch repairs.
- E. ROOF: Repair flashings and any areas where old mechanical equipment is removed.
- F. GUTTERS/DOWNSPOUTS & YARD DRAINS: Replace 1-10' section of downspout. Repair and clean collapsed catch basin, rod from all fixtures to basement, catch basin and street.
- G. PORCHES: Replace 8 stair treads, 2-12' handrails and 13 balusters on 1 porch. Rebuild other porch to code standards.
- H. CONCRETE/PAVING: 550 sq. ft. of new parking area to be installed. Replace front service walk, approximately 150 sq. ft. Replace 200 sq. ft. of basement floor.
- I. FENCING/LANDSCAPING: Sod 1000 sq. ft. at front and plant shrubs. Install five foot high wrought iron fence at front, approximately 75 linear feet with gate.
- J. PORCH/YARD LIGHTING: Install 1 halogen yard light and 3 fluorescent light fixtures with vandal proof covers at porch landings.

### III. COMMON AREAS

- A. ENTRANCE DOORS AND VESTIBILES: Strip all doors and woodwork 100%. Do minor plaster repairs and paint, repair ceramic floor tile.
- B. MAILBOXES/INTERCOMS: Install eight mailboxes and intercom with electric door strike.
- C. ELEVATOR: Install new cab finishes and doors, new car panels and call buttons.

- D. STAIRWAY REPAIR AND DECORATING: Strip treads and install runner, patch and paint walls, varnish rails.
- E. CORRIDOR REPAIR AND DECORATING: Laminate walls and ceiling with 1/2" drywall; replace all trim (1x3 MDF); install new carpet. Paint walls, doors and trim contrasting colors.
- F. STAIR, CORRIDOR LIGHTING/SMOKE DETECTORS: Replace all fixtures with fluorescent, install hardwired smoke detectors. Install battery pack emergency lighting per code.
- G. BASEMENT: Patch plaster approximately 20% of ceiling to maintain fire rating. Drywall and fire tape 30%.
- H. INSULATION: Blow-in cellulose fiber insulation, R-38, through access panels cut in ceilings of third floor closets; approximately 2800 sq. ft.

#### IV. SYSTEMS

- A. ELECTRICAL: Replace all exterior lights with vandal-proof fixtures, add 1 yard light, replace all stair/corridor light fixtures. Install 400 amp service with new switch and circuit breaker boxes, add 20 amp circuit for kitchen, 15 amp for new heating and 30 amp for A/C in addition to 3 lighting circuits. Install battery pack emergency lighting. Add approximately 32 new receptacles and replace 16 pull chains with switches. Relocate load centers into each apartment unit.
- B. PLUMBING: Replace all hot and cold water lines and hot water return line. Replace 75 gal. high efficiency and high recovery water heater. Replace one bath stack in the south tier and add one kitchen stack system in the north tier. Three apartments will have three baths, four will have two baths, and one will have one bath. Reglaze and use five existing face bowls and half of existing tubs. Replace 18 toilets. All new fixtures in five of 18 baths. Install new kitchen sinks in all units.
- C. HEATING/ENERGY MANAGEMENT SYSTEMS: Install eight furnaces (75-125,000 BTU Carrier – 90+ efficiency) with air conditioning and set back thermostats. Remove old boiler. Ductwork will be extended to exterior walls of rooms to provide optimum air circulation and enclosed in drywalled soffits.
- D. FIRE SPRINKLER AND ALARM SYSTEMS: Install Class 1 fire alarm system for apartments and public areas.

V. **SITE WORK** (THIS SECTION IS FOR NEW CONSTRUCTION ONLY)  
(insert N/A if Not Applicable)

- A. **EXCAVATION/GRADING:** Dig foundations for 2-24 unit buildings. Grade for streets and parking, dig retention pond in southeast portion of site. Fill 1000 sq. ft. low spot in northeast corner and grade entire site to provide runoff to pond, per drawings.
- B. **STORM DRAINAGE:** Extend storm sewer 300 ft. south to the site and install storm sewer throughout parking lot to drain to pond, per drawings.
- C. **SANITARY SEWER:** Extend sanitary sewer from across Smith Road to site and throughout site per drawings. Sewer lines service both ends of each building.
- D. **WATER SERVICE:** Water is at site. Run throughout site per drawings, one service line to each building and 4 takeoffs for fire hydrants.
- E. **ELECTRIC SERVICE:** At site in the form of Commonwealth Edison transformer outside property line at northeast corner. Run service underground to provide one 800 amp service to each building and service to parking lot lights.
- F. **GAS SERVICE:** Gas company will run main under Smith Road to site and throughout site to provide 1 service to each building.

VI. **INDIVIDUAL UNITS**

- A. **ROUGH CARPENTRY (stud walls, joists, sub-floor):** Close 15 doorways, build five closets. Erect 80 feet of stud wall to convert dining rooms to bedrooms. Replace 27 floor joists on 2<sup>nd</sup> and 3<sup>rd</sup> floor, east side units.
- B. **DRYWALL/PLASTERING:** Drywall 100% kitchens and baths. Patch remaining walls. Drywall about 50% of existing ceiling.
- C. **FLOOR COVERING, REFINISHING, REPAIR:** Repair with oak where partitions have been removed. Sand and varnish all wood floors in six units. Carpet two basement units. Install new ceramic tile on five of the bath floors. Sand and varnish six hardwood kitchen floors after removing linoleum. Install 3/32" VCT in kitchens of basement units.
- D. **DOORS:** Install eight new solid core rear doors. Install 6 combination storm/screen doors. All entry doors will have single cylinder deadbolts and peepholes. Install 12 new H/C interior doors and check, fit and free all others.

- E. TRIM: Install new wood base to match existing at closed doorways, vinyl base in 2 basement kitchens, in five closets and in baths with new ceramic floors. Install new base, door and window trim in two basement units and patch and strip existing oak trim in six units.
- F. BATHS: Install ceramic tile tub surrounds on cement board substrate at 13 built-in tubs. Install medicine cabinets and accessories in 18 baths. See plumbing regarding fixtures.
- G. KITCHENS: Install new cabinets, sinks, and tops; approximately 10 linear feet of base cabinets and 12 linear feet of wall cabinets per unit. Cabinets to be Kraft Maid Provincial line.
- H. APPLIANCES: Install new range, refrigerator, dishwasher, and ductless hood in eight kitchens.
- I. PAINTING/DECORATING: Strip/stain/varnish interior doors and trim 100%. Paint walls and ceilings 100%.

By: \_\_\_\_\_  
Owner

By: \_\_\_\_\_  
General Contractor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTRACTOR'S NARRATIVE OVERVIEW**

**PROPERTY ADDRESS:** \_\_\_\_\_  
**NUMBER OF UNITS:** \_\_\_\_\_ (Res) \_\_\_\_\_ (Comm'l) \_\_\_\_\_ Number of Stories \_\_\_\_\_  
**DATE:** \_\_\_\_\_

PLEASE GIVE A BRIEF DESCRIPTION OF THE EXTENT AND SCOPE OF WORK TO BE DONE. PLEASE ADDRESS EACH ITEM AND ADD CATEGORIES IF NECESSARY. (IF NO WORK IS NEEDED, SHOW "N/A". IF SOME WORK IS PLANNED TO BE DONE AT A LATER DATE FROM RENTS, SAY SO.)

**I. GENERAL**

- A. PLANS:
- B. PERMITS:
- C. DEMOLITION:
- D. ENVIRONMENTAL:
- E. THE APPROXIMATE AREA OF THE FOUNDATION "FOOTPRINT" OF THIS BUILDING IS \_\_\_\_\_ SQUARE FEET.
- F. ANTICIPATED LENGTH OF CONSTRUCTION: \_\_\_\_\_ MONTHS.

**II. BUILDING EXTERIOR**

- A. FRAMING (exterior walls, roof – new or repair):
- B. BRICKWORK/LINTELS:
- C. WINDOWS:
- D. EXTERIOR PAINTING/SIDING:
- E. ROOF:
- F. GUTTERS/DOWNSPOUTS & YARD DRAINS:
- G. PORCHES:
- H. CONCRETE/PAVING:
- I. FENCING/LANDSCAPING:
- J. PORCH/YARD LIGHTING:

### **III. COMMON AREAS**

- A. ENTRANCE DOORS AND VESTIBULES:
- B. MAILBOXES/INTERCOMS:
- C. ELEVATOR:
- D. STAIRWAY REPAIR AND DECORATING:
- E. CORRIDOR REPAIR AND DECORATING:
- F. STAIR, CORRIDOR LIGHTING/SMOKE DETECTORS:
- G. BASEMENT:
- H. INSULATION:

### **IV. SYSTEMS**

- A. ELECTRICAL: (please mention smoke and C.O. detectors in apartments, basements, stairways and corridors, as appropriate for your building.)
- B. PLUMBING:
- C. HEATING/ENERGY MANAGEMENT SYSTEMS:
- D. FIRE SPRINKLER AND ALARM SYSTEMS:

### **V. SITE WORK (THIS SECTION IS FOR NEW CONSTRUCTION ONLY – Insert N/A if Not Applicable)**

- A. EXCAVATION/GRADING:
- B. STORM DRAINAGE:
- C. SANITARY SEWER:
- D. WATER SERVICE:
- E. ELECTRIC SERVICE:
- F. GAS SERVICE:

**VI. INDIVIDUAL UNITS**

- A. ROUGH CARPENTRY:
- B. DRYWALL/PLASTERING:
- C. FLOOR COVERING, REFINISHING, REPAIR:
- D. DOORS:
- E. TRIM:
- F. BATHS:
- G. KITCHENS:
- H. APPLIANCES:
- I. PAINTING/DECORATING:

**VII. SECURITY**

BY: \_\_\_\_\_  
OWNER

BY: \_\_\_\_\_  
CONTRACTOR

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



# SWORN STATEMENT FOR CONTRACTOR AND SUBCONTRACTOR TO OWNER AND TO CHICAGO TITLE INSURANCE COMPANY

STATE OF ILLINOIS

Includes Change Order # :

COUNTY OF COOK

Draw # :

AT CLOSING

Page 1 of 1

The Affiant Mr. General Contractor being duly sworn on oath deposes and says that he is the Owner of Build It Right Construction, Inc.

(position)

(firm name and address)

That he/she has a contract with Mr. Building Owner for the rehabilitation

(owner)

Of the premises: 12345 Avenue Street, Your Home Town, IL

(address)

That for the purpose of said contract, the following persons have been contracted with, and have furnished, or are furnishing and preparing materials for, and have done or are doing labor on said improvements. That there is due and to become due to them, respectively, the amounts set opposite their names for material or labor as stated. That this statement is a full, true and complete statement of all such persons, the amounts paid and the amounts due or to become due to each.

Name and Address	Trade	Original Amount	Increase/Decrease	Adjusted Contract	Work Completed		T. Ret. Inc. this appl.	Previously paid	Net amount due	Balance due
					%	Dollar Value				
N-Virotoks Abatement	Asbestos	\$ 3,500.00	\$ -	\$ 3,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00
Unbuild-It	Demolition	\$ 12,500.00	\$ -	\$ 12,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00
Grassy Knoll	Landscaping	\$ 2,375.00	\$ -	\$ 2,375.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 2,375.00
Brooks' Bricks	Masonry	\$ 37,500.00	\$ -	\$ 37,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 37,500.00
Gates Fencing & Metal	Iron Fence	\$ 3,400.00	\$ -	\$ 3,400.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 3,400.00
Dingel's Shingles	Roofing & gutters	\$ 18,250.00	\$ -	\$ 18,250.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 18,250.00
Build It Right	Exterior carpentry	\$ 12,500.00	\$ -	\$ 12,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 12,500.00
Build It Right	Interior rough carpentry	\$ 17,500.00	\$ -	\$ 17,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 17,500.00
Mills Works	Interior finish carpentry	\$ 18,500.00	\$ -	\$ 18,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 18,500.00
Mills Works	Doors	\$ 26,925.00	\$ -	\$ 26,925.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 26,925.00
Payne's Windows	Windows	\$ 21,500.00	\$ -	\$ 21,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 21,500.00
Handy Glass Blocks	Glass Block Windows	\$ 1,575.00	\$ -	\$ 1,575.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 1,575.00
Tipp-C Plumbing & Sewer	Plumbing	\$ 45,220.00	\$ -	\$ 45,220.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 45,220.00
Short Circuit Electric	Electric	\$ 37,880.00	\$ -	\$ 37,880.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 37,880.00
Ko-Zee Co.	HVAC	\$ 25,000.00	\$ -	\$ 25,000.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00
Fluffy's	Insulation	\$ 8,500.00	\$ -	\$ 8,500.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 8,500.00
ELS Drywall & Painting	Drywall	\$ 31,550.00	\$ -	\$ 31,550.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 31,550.00
ELS Drywall & Painting	Painting	\$ 18,010.00	\$ -	\$ 18,010.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 18,010.00
Home Depot	Cabinetry	\$ 16,030.00	\$ -	\$ 16,030.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 16,030.00
Home Depot	Appliances	\$ 3,000.00	\$ -	\$ 3,000.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Build It Right	General Condition	\$ 18,431.00	\$ -	\$ 18,431.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 18,431.00
Build It Right	Profit & Overhead	\$ 73,723.00	\$ -	\$ 73,723.00	0%	\$ -	\$ -	\$ -	\$ -	\$ 73,723.00
<b>Totals</b>		<b>\$ 453,369.00</b>	<b>\$ -</b>	<b>\$ 453,369.00</b>	<b>0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 453,369.00</b>

Amount of Original Contract \$ 453,369.00  
 Extras/credits to Contract \$ -  
 Total contract +/- extras \$ 453,369.00

Work Completed to Date \$ -  
 Less Retention \$ -  
 Net amount earned \$ -  
 Net previously Paid \$ -  
 Net amount of this payment \$ -  
 Balance to become due (inc. retention) \$ 453,369.00

It is understood that the total amount paid to date plus the amount requested in this application shall not exceed of the cost of work completed to date.

I agree to furnish Waivers of Lien for all materials under my contract on demand.

Signed: Mr. General Contractor Position: President

Subscribed and sworn to before me this 7 day of August 2007

Notary Signature and Seal  
 Notary

## COMMUNITY INVESTMENT CORPORATION PROCESSING PROCEDURES

**Below are the steps involved in processing your loan application. You are invited to discuss your project and application with a CIC loan officer prior to submitting your application.**

- A.  You present your completed application package and non-refundable application fee.
  - B.  CIC does an economic analysis of your proposed project and reviews its consistency with underwriting criteria.
  - C.  CIC schedules a site visit at the subject property. At this visit we review the condition of the property and your rehab proposal.
  - D.  CIC simultaneously obtains and reviews your credit history, and mails employment, mortgage and deposit verification forms to appropriate institutions.
  - E.  CIC gives you a preliminary indication of the project's feasibility and identifies issues that need to be resolved.
  - F.  If appropriate, CIC construction review staff works with you and your general contractor to refine construction documentation.
  - G.  CIC reviews your property management proposal and/or management plan and visits any rental units you currently operate.
  - H.  When the project appears to be feasible, you submit a fee for the appraisal and CIC orders the appraisal. An environmental report may be required at your expense.
  - I.  CIC concludes its underwriting of all economic, construction, credit and property management factors.
  - J.  Your loan request is approved or declined. If approved, CIC issues a loan commitment letter to you.
  - K.  You accept the commitment by returning a signed copy of the commitment letter with the commitment fee (usually one-half of the financing fee) and any requested documents.
  - L.  When all requirements of the commitment are met, CIC schedules a closing date.
- Note: CIC documents are standardized and in most cases there are no extraordinary legal or closing costs. Applicants must pay the usual costs for title recording and construction escrows.*
- M.  Closing takes place at the title company.
  - N.  Construction begins and payout requests are processed under the supervision of CIC's construction review staff.
  - O.  When construction and rent-up are completed, you begin making mortgage payments directly to CIC.

# SUBMISSION CHECKLIST

*Computer-generated printouts are acceptable*

Loan Application	_____	Copy of partnership (general or limited) agreement or, if applicable, other organizational documents (i.e., articles of incorporation, bylaws, corporate resolutions, etc.)	_____
Statement of Property Ownership	_____		
Statement of Rental Income	_____		
Statement of Annual Operating Expenses	_____		
Personal Financial Statement, including	_____	Description of applicant's development and management experience	_____
Real Estate Owned (Schedule D)	_____		
Addendum	_____	If not personally managed, name and address of proposed property manager and listing of properties and number of units currently managed	_____
Verification Forms:			
Information Disclosure Authorization	_____	Evidence of site control: deed, signed sales contract, option agreement or contract purchase articles of agreement	_____
Employment	_____		
Mortgage(s)	_____	Current rent rolls, if applicable	_____
Deposit(s)	_____		
Construction Documents:		Copy of current property insurance	_____
Narrative Scope of Work	_____	Copy of most recent real estate tax bill	_____
Contractor's Sworn Statement	_____		
Contractor Information Form	_____	If available, copy of current Spotted Plat of Survey or legal description of property	_____
<b>In addition to completing and returning the above forms, the following documents must be provided:</b>		If required, floor plan drawings or architectural plans	_____
Previous two years personal Federal Income Tax Returns, including all schedules and with signature(s)	_____	Non-refundable application fee. Check for \$300 payable to Community Investment Corporation	_____
If income or losses are derived from investments in various partnership entities, copies of related Federal Income Tax Returns	_____		
If self-employed or if the applicant is a corporation:			
Current year-to-date financial statements (balance sheet and profit/loss statement)	_____		
Year-end financial statements	_____		
Copies of Federal Income Tax Returns for the prior three years	_____		

It is very important that you provide all the information requested in this application. Incomplete information or documentation will delay the processing of your loan request. Please call a CIC loan officer at 312/258-0070 if you have any questions about completing any form or require assistance with your application.

***Note: Special transactions, such as construction of new homes or condominium conversions, may require additional documentation.***





**COMMUNITY INVESTMENT CORPORATION**

**Property Address:** \_\_\_\_\_

**STATEMENT OF RENTAL INCOME**

<b>UNIT TYPE</b>	<b>NUMBER UNITS</b>	<b>SQ. FEET PER UNIT</b>	<b>CURRENT RENT PER UNIT</b>	<b>PROJECTED RENT PER UNIT</b>	<b>*TOTAL PROJECTED* MONTHLY RENT (#OF UNITS X RENT/UNIT)</b>
<b>STUDIO</b>					
<b>1 BEDROOM</b>					
<b>2 BEDROOM</b>					
<b>3 BEDROOM</b>					
<b>4 BEDROOM</b>					
<b>OTHER INCOME (GARAGE/LAUNDRY)</b>					

**TOTAL UNITS:** \_\_\_\_\_ **TOTAL MONTHLY RENT:** \$ \_\_\_\_\_

**TOTAL YEARLY RENT:** \$ \_\_\_\_\_

\_\_\_\_\_ **% VACANCY ALLOWANCE:** \$ \_\_\_\_\_  
 (Minimum 5%)

**ANNUAL RENT MINUS VACANCY:** \$ \_\_\_\_\_

*Projected rents are the rent levels you expect to achieve after rehabilitation has been completed.*

**COMMUNITY INVESTMENT CORPORATION**

**Property Address:** \_\_\_\_\_

**STATEMENT OF ANNUAL OPERATING EXPENSES**

<b>I. Operating Expenses</b>	<b>Current Expenses</b>	<b>Projected* Expenses</b>
Utility Costs** – Gas	\$ _____	\$ _____
– Electric	_____	_____
– Water/Sewer	_____	_____
Management Fee	_____	_____
Property Taxes	_____	_____
Janitor	_____	_____
Repair/Maintenance	_____	_____
Painting	_____	_____
Insurance	_____	_____
Scavenger	_____	_____
Exterminating	_____	_____
Advertising (Marketing)	_____	_____
Legal	_____	_____
Reserves	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Total Annual Expenses</b>	<b>\$ _____</b>	<b>\$ _____</b>

**II.** If the above costs are not based on current operating costs, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III.** List Utilities paid by tenant:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* *Projected Expenses are those costs anticipated for the year following rehab. Expense figures should include an allowance for inflation.*

\*\* *If any utilities are paid by tenant, please write "Tenant Paid" and list in Section III of this schedule.*

**COMMUNITY INVESTMENT CORPORATION**

**CONTRACTOR INFORMATION FORM**

(to be completed by G.C. and verified by CIC)  
(fill in all lines; insert NONE, -0-, or N/A where applicable)

NAME OF FIRM: \_\_\_\_\_

NAME OF PRINCIPALS: \_\_\_\_\_ TITLE: \_\_\_\_\_  
\_\_\_\_\_ TITLE: \_\_\_\_\_  
\_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
\_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF CONTRACTOR: \_\_\_\_\_ General Contractor \_\_\_\_\_ Sub-Contractor  
FORMS OF OWNERSHIP: \_\_\_\_\_ Sole \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation

Trades Carried: \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_.

DOLLAR VOLUME PREVIOUS 12 MOS: \$ \_\_\_\_\_ # OF YEARS IN BUSINESS: \_\_\_\_\_

**IN SUPPORT OF THE INFORMATION FURNISHED ABOVE REGARDING VOLUME, PLEASE INCLUDE A COPY OF YOUR FIRM'S MOST RECENT INCOME STATEMENT AND BALANCE SHEET.**

# OF EMPLOYEES: Admin/Mgmt/Supervisors: \_\_\_\_\_ Trades: \_\_\_\_\_

LINES OF CREDIT AT BANKS OR WITH SUPPLIERS:

	<u>Institution</u>	<u>Contact Person</u>	<u>Phone</u>	<u>Amount</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

\$AMT OF CONTRACTOR'S GEN LIAB INS: \_\_\_\_\_ POLICY EXPIRATION DATE: \_\_\_\_\_  
\$AMT OF WORK COMPENSATION INS: \_\_\_\_\_ POLICY EXPIRATION DATE: \_\_\_\_\_

Can you provide a PERFORMANCE BOND? \_\_\_\_\_  
OR, an IRREVOCABLE LETTER OF CREDIT For 15% of your Contract? \_\_\_\_\_

LIST THE 4 MOST RECENT JOBS OF COMPARABLE \$ VOLUME YOU HAVE DONE:

	<u>Job Address, Contact Person, &amp; Phone Number</u>	<u>\$ Amount</u>	<u># Apartments</u>	<u>Start Date</u>	<u>Completion Date</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_  
[1997]