Building Improvement Loan Program

offered by

Baltimore County
Department of Planning

105 W. Chesapeake Avenue, Suite 101
Towson, Maryland 21204

Office: 410-887-3480           Fax: 410-887-5862

www.baltimorecountymd.gov/Agencies/planning/commrevitalization

Please Mail Application to Yvette Foreman.
Building Improvement Loan Program (BILP)

The Building Improvement Loan Program is the primary financial tool provided to property owners and businesses in the County’s Commercial Revitalization Districts to provide capital improvements to commercial buildings and sites. These improvements include, but are not limited to: paint or resurfacing, construction of additions, decks and/porches, installation of windows, signage, lighting and landscaping. In certain cases, with larger, more comprehensive projects, the loan may supplement a business loan entered into by the applicant with the Department of Economic Development.

The funding for this program is jointly administered by the Baltimore County Departments of Planning and Budget and Finance and shall be non-lapsing, continuing from year to year. The maximum loan amount is 30,000 per address, with an interest rate of zero percent to be repaid over a five (5) year period.

A loan review committee comprised of staff from the Department of Planning, The Office Budget and Finance, and the Office of Law will review applications for loans. Each application will be reviewed for conformance to programmatic and fiscal criteria including the following:

**Programmatic Criteria**
- Located within a designated Commercial Revitalization District
- Upgrade of a longtime problem building
- Upgrade of a building that is significant in the district (ie. located at a prominent location)
- Facilitates retention of a critical use in the revitalization district/community
- Part of a critical mass of improvements
- Leverages greater improvements by the business or property owner
- Job creation and/or retention

**Financial Criteria**
- Ability of the borrower to repay the loan
- Ability of the borrower to complete the upgrade without County financial assistance
- Whether the borrower has previously received financial assistance from the county
- Ability of the borrower to complete the project
The following information must be submitted with the loan application or the application will not be processed.

___ Evidence of site control (copy of deed including all attachments & legal description, purchase contract, lease agreement regarding the property where improvements are to be made)

___ Leased properties must have consent from the landlord for improvements and placing of a leasehold lien on the property

___ Evidence of lease term (if applicable) for a time period acceptable to the County (The term of the loan will not exceed the lease term)

___ Proof of fire, hazard, and/or liability insurance on the property

___ For corporate applicants: Copies of all pertinent organizational documents, including By-Laws, Articles of Incorporation, and a resolution authorizing the application, financing, and signatories. List all officers who have the authority to borrow funds. (These documents can be obtained at the Department of Assessments and Taxation, 301 W. Preston St., Baltimore, MD 21201 or online at http://www.dat.state.md.us/)

___ For LLC’s: Articles of Organization and/or Operating Agreement when applicable and a resolution authorizing the application, financing, and signatories. List all members who have the authority to borrow funds. (These documents can be obtained at the Department of Assessments and Taxation, 301 W. Preston St., Baltimore, MD 21201 or online at http://www.dat.state.md.us/)

___ For partnership applicants: Copies of all pertinent organizational documents, including partnership (or limited partnership, as applicable) agreement, and a resolution authorizing the application, financing, and signatories. List all general partners who have the authority to borrow funds. (Documents for limited partnerships and limited liability partnerships can be obtained at the Department of Assessments and Taxation, 301 W. Preston St., Baltimore, MD 21201 or online at http://www.dat.state.md.us/)

___ Project description and two cost estimates of proposed improvements

___ Personal financial statement (current fiscal year) and/or tax returns

___ Entity financial statement (past two years) and tax returns

_______ Non-Refundable application fee of $300.00

___ W-9 form

___ Evidence of Baltimore County Architect on Call (AOC) plans (if applicable)
Current credit report on applicant and guarantors

Additional Requirements

- Prior to initial loan funding, the borrower must provide the County with a copy of all permits and licenses required to commence the approved improvements.

- Title of the property to be improved, including collateral, must be acceptable to the County.

- The financial condition of the borrower and any guarantor must be acceptable to the County.

- The borrower must execute a promissory note, loan agreement and applicable security documentation to be prepared by the County’s Office of Law. If the loan is guaranteed, the guarantor must execute a guaranty agreement and any applicable security documentation required by the County.

As part of the underwriting review, the Department may require the borrower to provide the following information related to the business entity or property:

- Current Title report on all property securing the loan (if applicable)
- Judgment report on borrower and guarantors
- Uniform Commercial Code (UCC) financing reports on borrowers and guarantors
- Zoning verification letter
- Permits (if applicable)
- Survey
- Environmental Assessment

Costs of any required information will be borne by the borrower. Failure to provide any required information and documentation may result in delay or cancellation of the financing.

Loan Parameters

1. The maximum loan amount will not exceed $30,000 per address to be repaid over a maximum period of five (5) years at a 0% interest rate. The borrower will be required to contribute a minimum of 10% of the cost to the project.

2. Payments on the loan will be billed monthly by an automatic debit to the borrower’s checking account. Payments will be made to the Office of Finance, Revenue Division, 400 Washington Avenue, Towson, MD 21204. The County will automatically charge individual checking accounts for each monthly payment on the first of each month.

3. The application fee of $300.00 (which includes the cost of a credit report) is due and payable at the time of application, and is non-refundable.
4. The loan may be prepaid without penalty.

5. All loans must be secured by real estate and/or personal guarantees.

6. A 5% late fee will be charged for payments that are fifteen (15) days past due.

7. Project description and two (2) cost estimates must be submitted with application.

8. Following the execution of the loan documents, the County will distribute 25% of the total funds to the borrower. Upon successful completion of specified improvements as determined by the County, the balance of funds will be distributed to the borrower. Copies of Building Permits and Use and Occupancy Permits will be required.

9. This loan maybe combined with other state and county loan programs.

10. The borrower will be responsible for all costs incurred by the County in association with processing the loan.

11. Subordination requests related to additional financing or refinancing may require additional fees.

**Eligible Improvements**

1. Renovation and upgrade of building exterior, such as window and façade improvement, ADA accessibility, and painting. All four sides are eligible; however, priority will be given to the most visible façade.

2. Site improvements, including landscaping, signage, lighting, sidewalk treatment, and parking areas (if open to customers). Other improvements will be assessed on a case by case base.

3. All work must be performed by a licensed and bonded contractor. Contractors will be required to submit documentation that they are fully licensed and bonded in the State of Maryland. A fully executed contract is required on all projects. Contractors will also be required to provide all necessary copies of permits.
**Timeframes for Implementation**

Applicant must close on loan within 60 days of receiving loan Commitment Letter from the County. Construction of specified improvements must commence within 60 days of receipt of the first loan installment and be completed no later than six (6) months from that date, unless an extension is granted in writing by the County. If borrower does not proceed within required time, the County reserves the right to terminate the borrower’s right to additional advance of funds and to make immediately due and payable all sums advanced prior to the termination date.

Agreed and Accepted By Applicant______________________________

Date________________
# Baltimore County

## Building Improvement Loan Program

### Loan Application

<table>
<thead>
<tr>
<th>Total Project Cost</th>
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<td>Loan Request</td>
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<td>Application Date</td>
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### Applicant Information

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<th>Name of Applicant(s):</th>
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<td>Mailing Address:</td>
<td>Zip Code:</td>
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<tr>
<td>E-Mail Address:</td>
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<td>Telephone:</td>
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<td>Fax:</td>
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<td>Federal Tax I.D.:</td>
<td>S.S. #:</td>
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### Guarantor Information

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<th>Name:</th>
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<td>Address:</td>
<td>Zip Code:</td>
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<td>Date of Birth:</td>
<td>S.S. # or Property Account I.D.#:</td>
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### Property Information

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<th>Address of property to be improved:</th>
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<tr>
<td>Revitalization District Name:</td>
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<td>Property Description:</td>
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<td>Property Tax I.D. #:</td>
<td>(from property tax bill)</td>
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<td>Status of Property:</td>
<td>Vacant</td>
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<td>Amount of lien(s) outstanding $</td>
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<td>Lending Institution(s):</td>
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Business Investment Loan Program (BILP)
Most recent appraised value: $ ___________________________ Date: ___________________________

Owner: ___________________________________________________________________________

Listing of current tenants (if applicable): ___________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Business Description: _______________________________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Has this property/business utilized any County loan program previously?
If yes, please describe including type of loan, amount and date.
________________________________________________________________________

Are your taxes current? (Includes income, payroll, and real and personal property taxes)
Do you have any prior/or outstanding tax liens?
Do you have any bankruptcy filings in the past 4 years?
________________________________________________________________________
________________________________________________________________________

Are you a US Citizen or Permanent Resident?
Are there any lawsuits threatened, in force or pending against you?
________________________________________________________________________

Collateral to secure the loan: _________________________________________________________________________________________

Outstanding liens on the collateral: ___________________________________________________________________________________

Date Business Established: ____________________________________________________________________________________________

Business Investment Loan Program (BILP)
How long has the Business been at the present location: _________________________________

Number of Employees: ____ Projected number of employees after 18 months: ______
How many will be full time equivalent positions _______________________________

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<th>Description of work to be completed (include source &amp; use)</th>
<th>Project Cost $</th>
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If the project is part of a larger one provide details of work to be completed (if applicable).

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Description of Proposed Improvements

Please specify the scope of work planned for this property utilizing the funds from the program. Attach at least two (2) sources of bid documents and any available photographs of the property, site plans, or an architectural rendering. The borrower will be required to contribute a minimum of 10% of the cost to the project.
Signature Page

I/We certify that all information in this application and the exhibits is true and complete to the best of my/our knowledge and is submitted to Baltimore County so that Baltimore County can decide whether to approve this application. Baltimore County is hereby authorized to obtain credit reports on the applicant, borrower and guarantors. Copies of Building and Use and Occupancy Permits will be required. **County Funding is subject to the availability of funds and funding appropriations.**

Financial and proprietary information submitted with an application for a loan will be kept strictly confidential. Requests for information by third parties will be honored with the consent of the applicant. We hereby authorize Baltimore County to charge our checking account for monthly payments on the loan. We hereby understand that Baltimore County will require collateral to secure the County’s loan. This will include all business assets, commercial real estate, personal real estate and personal guarantees. County loans are subject to the availability of funds from the County.

The applicant(s) and/or business concern has/have read all of the above and agree(s) to abide by same, evidenced by the executed signatures below.

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<th>Signature of Applicant(s)</th>
<th>Name of Business Concern</th>
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<td>(If different from applicant(s))</td>
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| By: ___________________________ | By: ___________________________ |

| Title: ___________________________ | Title: ___________________________ |

| Date: ___________________________ | Date: ___________________________ |

| Attest: ___________________________ | Attest: ___________________________ |
Guarantor
The undersigned agree to guarantee the loan.

Name: __________________________
Name of Entity Guarantor

______________________________  By: __________________________

Name of Personal Guarantor
Name: __________________________

Title: __________________________

If you need assistance in completing this application,
please contact the Revitalization Staff
410-887-3480
APPLICANT INFORMATION TO OBTAIN CREDIT REPORT HISTORY:

BUSINESS NAME: __________________________________________

______________________________________________________

Last name                      First Name              Middle Name

ADDRESS: ________________________________

CELL/ WORK PHONE: ___________ DATE OF BIRTH ___________

SOCIAL SECURITY NUMBER __________

I authorize Baltimore County Department of Planning to obtain a copy of my credit report

Signature ___________________________ Date ___________________