

## Real Estate Development Revolving Loan Fund Checklist

- Available outside of the designated Winchester Enterprise Zone. Must be within the City of Winchester limits.
- Application should be submitted PRIOR to purchasing items and starting the project
- Must comply with all City Zoning regulations and meet all Federal, State, and local regulations concerning historic properties and environmental matters.
- The applicant must demonstrate that the proposed project is viable and that the business has the economic ability to repay the funds.
- The applicant must not be delinquent or in default on federal, state, or local taxes or any existing private or publicly financed loan and will be required to sign an affidavit to that effect.
- Loans shall be provided to eligible applicants for the following activities: Acquisition and site preparation of vacant or under-utilized land; Acquisition, construction, and rehabilitation costs associated with vacant or under-utilized buildings; Soft costs associated with property development, including legal, architectural, engineering, surveying, and other related costs; Bridge financing where other sources of capital are expected to flow into a project at a later date; and Other activities that the EDA may identify as appropriate for the REDRLF program.
- RLF loans shall not be available for the following activities: Refinancing or consolidating existing debt; Leveraged buy-outs; Distribution or payment to owners, partners, shareholders, or beneficiaries of the applicant; and Other activities that the EDA may identify as inappropriate for the RLF program
- All projects shall be completed, all funds expended, and all jobs created and/or retained within 24 months from the loan approval date.
- Eligible businesses are defined to include wholesale and retail trades, service enterprises, commercial and industrial businesses, healthcare and life science enterprises, advanced technology concerns, and manufacturing. For Real Estate Development RLF applications, applicants may also include vacant or under-utilized property owners.
- RLF loans shall not be available for Banks, savings and loan associations, non-independently owned gas stations, used car lots, bars, adult entertainment establishments, beer distributors, non-profit organizations, check-cashing outlets, and furniture and appliance rental shops.

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- Financial Value of Incentive:
  - Single real estate project shall range from a minimum of \$25,000 to a maximum of \$200,000 or 40% of the total project cost, whichever is less. However, in the Winchester Enterprise Zone, the Real State Project loan amounts to a maximum of \$250,000 or 45% of the total project cost, whichever is less. Reduced interest cost. The interest rate shall not exceed the rate of the private lender—loan term at 5 years or less.
  - The applicant is to pay all of the costs incurred by the EDA for the RLF loan closing, including but not limited to appraisal, legal, environmental, title insurance, recording costs, and filing fees. The fees may be included in the loan application as an eligible use of RLF loan proceeds.
- Documentation required:
  - Completed Application
  - Copy of Business License
  - Completed Vendor Form
  - Real Estate Development
  - Current tax information
  - A written business plan and financial proposal.
  - A marketing plan
  - Financial Statements for the past three years and a current interim financial statement

**\*See the application for a complete list of documentation required \*\***