

DOWN PAYMENT LOAN REQUEST INTAKE FORM

Project Name:

Project Address / Location:

Projected Acquisition Date:

BORROWER / SPONSOR INFORMATION

Borrower Name:	Sponsor Name <i>(if differs from Borrower):</i>
Borrower / Sponsor Address:	Primary Contact <i>(Name, Phone, Email):</i>
Key Staff for the Project:	Guarantor(s) <i>(if not Sponsor):</i>
If a <u>Joint Venture</u> ownership structure is envisioned, please describe:	

PROPERTY AND PROJECT INFORMATION

Current Zoning:	Proposed Zoning <i>(if different from current):</i>
Acquisition Cost <i>(please attach draft Purchase and Sale agreement):</i>	Construction Subsidy Source: <i>(please note for <u>which HPD program</u> you expect to apply):</i>
Existing Improvements:	Tenant Relocation Required <i>(please describe):</i>
Prior Site Uses:	Proposed # of Housing Units <i>(if known):</i>
Proposed non-housing uses <i>(commercial or community space):</i>	
Project Summary <i>(include plans for predevelopment (site clearance, zoning change), and any other project details known as of this submission and not described above):</i>	