Overview and Instructions
The attached documents outline the application for a College Hill façade improvement loan from the Knight Foundation as administered by Historic Macon Foundation. Begin by reading Section 1, below, to find out how the program works and if you are eligible. If you qualify and would like to apply, fill out Sections 2 through 4 beginning on page 4. If the property has multiple owners, each owner needs to sign and fill out Section 4. Contact Historic Macon Foundation with questions or comments using the contact info in the footer of this and every page.

SECTION 1: GUIDELINES AND REQUIREMENTS

I. Program Definition
The Façade Improvement Loan Program exists to enhance the exterior appearance of buildings within the College Hill district, as defined by the attached map. The program directly fulfills Historic Macon Foundation’s mission “to revitalize our community by preserving architecture and sharing history.”

II. Loan Review Committee
The President of Historic Macon Foundation will appoint the Loan Review Committee. The Executive Director, the Preservation Designer and/or Loan Fund Manager of Historic Macon Foundation shall be responsible for providing technical assistance, receiving applications; conducting a staff review and presenting qualified applications to the Loan Review Committee.

III. Property Eligibility
To be eligible for a loan from this fund, a property must meet the following criteria:
A. Be located in the College Hill district as defined on the attached map (Section 5)
B. Be owned in fee simple title by the applicant or the applicant must have a valid sales contract to acquire the property. Evidence must be provided to verify the required ownership interest
C. Owner-occupied property will be given priority
D. Be physically and financially feasible for rehabilitation
E. The proposed work must enhance the exterior appearance of the property as visible from the public right-of-way

IV. Loan Requirements/Conditions
A. Fees: The applicant shall pay an application fee of $50 to cover the cost of underwriting and application review. The applicant shall also pay recording costs for recording any necessary documents.
B. Membership Requirement: The applicant shall be a member in good standing of Historic Macon Foundation
C. Work Plan: A work write-up detailing the scope of the proposed rehabilitation must be approved by the Loan Review Committee. A sample work write-up is attached.
D. Co-Applicant Requirement: All persons listed on the property’s warranty deed must include their information on this application.

E. Eligible Expenses: Proceeds from the loan may be used to pay for the following items
   • Professional design services by licensed landscape designers and architects
   • Tax credit consulting and application fees for a substantial rehabilitation to a historic building
   • Exterior repairs (masonry, siding, trim, decorative finishes, porches, stairs, decking, roofing, etc.)
   • Painting (Ensure that your contractor is Lead-Safe Certified to prevent harmful side effects and incurring penalty fees. Visit Georgia’s Environmental Protection Division website http://epd.georgia.gov/lead-based-paint-contractors-and-training-providers to confirm your contractor is certified.)
   • Permanent landscaping, especially trees that provide shade to public right-of-way
   • Fences
   • Permitting fees for a Certificate of Appropriateness and a building permit from the City of Macon

F. Ineligible Expenses: Proceeds from the loan will not fund
   • The applicant’s own labor (sweat equity)
   • Interior improvements or repairs
   • Exterior improvements not visible from the public right-of-way
   • Additions

G. Permitting: All work for which a permit is required must be pursuant to a building permit issued by the City-County of Macon-Bibb with the approval of Macon-Bibb Planning and Zoning through the issuance of a Certificate of Appropriateness.

H. Inspection: The applicant will permit Historic Macon Foundation and/or its employees, agents and representatives to inspect the property.

I. Records and Reporting: The borrower will maintain clear and accurate records and receipts to verify eligible expenses. Copies of payments to contractors, permitting agencies and professional designers shall be submitted to Historic Macon Foundation at the time that the borrower makes a request for final payment.

J. Completion: All work shall be completed within ninety (90) days of the first disbursement of funds.

V. Funding/ Loan Amounts
   A. Capitalization: The façade and energy efficiency fund is capitalized at $650,000. No more than $650,000 may be disbursed at any time.
   B. Loan Amounts: Loans will be made for $5,000 and $10,000 and require the homeowner to provide a twenty percent (20%) cash match on eligible exterior improvements. Your work write-up should reflect costs at least 20% more than your requested loan amount.
   C. Interest Rate: Loans will carry a 3% interest rate.

VI. Application Process
Applications are accepted year-round by submitting the completed application filled to:
To ensure that your application is reviewed the following month, please submit a completed application by the last business day of each month.

VII. Disbursement of Loan Proceeds
Loan funds will be disbursed in three equal increments as follows:
A. One-third (1/3) of the loan amount will be disbursed at loan closing pending the receipt of a signed contract for the work to commence
B. One-third (1/3) of the loan amount will be disbursed after inspection by Historic Macon Foundation after one-half (1/2) of the work is completed
C. One-third (1/3) of the loan amount will be disbursed after inspection by Historic Macon Foundation after completion of the work

VIII. Terms of Repayment
A. Loans will be fully amortized and repayable over sixty (60) months, payable in equal consecutive monthly installments.
   i. $5,000 loans will be repaid through sixty (60) consecutive monthly installments of $89.84
   ii. $10,000 loans will be repaid through sixty (60) consecutive monthly installments of $179.69
B. Such monthly payments must be paid on or before the first (1st) day of every month until the full amount of the loan is paid.
C. Should the Borrower fail to make the monthly payments on or before the tenth (10th) day of any month, the Note shall be in default and Historic Macon Foundation may declare the unpaid principal balance immediately due and payable and will have such other rights and remedies as may be available according to the laws of the State of Georgia, including the right to foreclose on the property.
D. A $25.00 fee will be added to all late payments.
E. Payments will begin on the first (1st) day of the month following the date of the Note (loan closing date).
F. Note will be in default if construction is not complete within ninety (90) days from the date of the Note (loan closing date).

IX. Security and Security Position
A. The loan will be evidenced by a Promissory Note and will be secured by a Security Deed on the subject property.
B. The Promissory Note is not assignable or transferable by the Borrower. If the Borrower sells or otherwise disposes of title to the subject property, the full amount of the unpaid balance shall be due and payable upon the closing of the sale.
SECTION 2: APPLICATION AND CHECKLIST

I (we) hereby apply for a loan in the amount of $5,000 ☐ or $10,000 ☐ (check one) for the purpose of improving the building located at __________________________ (address) in Macon, Georgia.

I (we) certify that: (please check)

☐ All requirements in the “Guidelines” are met (Section 1)
☐ The Application is true and complete (Section 2)
☐ A complete work write-up is attached (Section 3)
☐ A completed credit application is attached (Section 4)
☐ The property is within the College Hill district (Section 5)
☐ The applicant can complete the work in 90 days
☐ All proposed work is eligible for this loan program
☐ The owner will contribute a 20% match towards this loan
☐ Construction has not started
☐ I/we am/are current members of Historic Macon Foundation
  (If not, membership fee of $85.00 is required.)

I (we) certify that the following required documentation is attached in addition to a complete and signed application: (please check)

☐ Evidence of clear title (property ownership) is attached
☐ Income verification (i.e. tax return) is attached
☐ Application fee of $50 attached
☐ Membership fee of $85 attached (if not current member)

We are prepared to close the loan and work can begin upon loan closing on or after __________ (date) and be completed not later than ninety (90) calendar days thereafter. The work to be performed is as follows:

__________________________________________________________________________

__________________________________________________________________________

All materials will be good quality, securely fastened and all work will be performed in a good, workmanlike manner befitting the quality of the College Hill district.

Loan proceeds may be drawn upon satisfactory completion of the work or as permitted by paragraph VII of the “Guidelines and Requirements”.

The Loan Application signed by the owner on __________ (date) and approved by the Historic Macon Foundation Loan Review Committee on __________ (date) and the promissory note and security deed signed by the owner on __________ (date) and the “Work Write-Up” form signed by the owner and certified by the contractor on __________ (date) and __________ (date) and the “Guidelines and Requirements” form signed by the owner on __________ (date) constitute the entire agreement between the parties.

___________________________________ / __________
Applicant’s Signature                          Date

___________________________________ / __________
Co-Applicant’s Signature                      Date
SECTION 3: WORK WRITE-UP

Typically, this section is printed, completed and signed by the contractor. Applicant can also attach a copy of any work proposals provided by contractor.

Property Location: ____________________________________________________________

Applicant’s Name: ____________________________________________________________

Applicant’s Email Address: ____________________________________________________

Daytime Phone: ______________________________________________________________

Write-up Prepared by: ___________________ (contractor)

Preparer’s Daytime Phone: ____________________________________________________

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<tr>
<th>EXTERIOR WORK TO BE PERFORMED</th>
<th>ESTIMATED COST</th>
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TOTAL: $________________________

*Owner may not be reimbursed for sweat equity.

CERTIFICATE

I certify that the amount shown as “TOTAL” above is the full cost of the work to be done by me.

_______________________________________ / __________
Signed by Contractor       Date
# SECTION 4: CREDIT APPLICATION

## APPLICANT INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
<th>Example</th>
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<tr>
<td>Name</td>
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<td>Date of birth</td>
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<tr>
<td>SSN</td>
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<td>Phone</td>
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<tr>
<td>Current address</td>
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<tr>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
</tr>
<tr>
<td>Own</td>
<td>Rent</td>
<td>Monthly payment or rent</td>
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<tr>
<td>Previous address</td>
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<tr>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
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<tr>
<td>Owned</td>
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<td>Monthly payment or rent</td>
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## EMPLOYMENT INFORMATION

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<th>Description</th>
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<tbody>
<tr>
<td>Current employer</td>
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<td>How long</td>
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<td>Employer address</td>
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<td>Phone</td>
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<td>City</td>
<td>State</td>
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<tr>
<td>Position</td>
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<td>Salary</td>
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<tr>
<td>Previous employer</td>
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<td>How long</td>
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<tr>
<td>Address</td>
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<td>Phone</td>
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<td>State</td>
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<tr>
<td>Position</td>
<td>Hourly</td>
<td>Salary</td>
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<td>Name of a relative not residing with you</td>
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<td>Phone</td>
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<tr>
<td>Address</td>
<td></td>
<td>State</td>
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<tr>
<td>Relationship</td>
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## CO-APPLICANT INFORMATION, IF FOR A JOINT ACCOUNT

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<th>Field</th>
<th>Description</th>
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<tbody>
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<tr>
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<td>Owned</td>
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<td>Monthly payment or rent:</td>
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### CO-APPLICANT EMPLOYMENT INFORMATION

**Current employer:**
- Employer address:  
  - How long?
- Phone: 
- E-mail: 
- Fax: 
- City: 
- State: 
- ZIP Code: 
- Position:  
  - Hourly  
  - Salary  
- Annual income: 

**Previous employer:**
- Address: 
- Phone: 
- E-mail: 
- Fax: 
- City: 
- State: 
- ZIP Code: 
- Position:  
  - Hourly  
  - Salary  
- Annual income: 

### APPLICATION INFORMATION CONTINUED

**Name of a relative not residing with you:**
- Address:  
  - Phone:  
- City: 
- State: 
- ZIP Code: 
- Relationship: 

### CREDIT CARDS

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<th>Name</th>
<th>Account no.</th>
<th>Current balance</th>
<th>Monthly payment</th>
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### MORTGAGE COMPANY

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<th>Address:</th>
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### AUTO LOANS

<table>
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<tr>
<th>Auto loans</th>
<th>Account no.</th>
<th>Balance</th>
<th>Monthly payment</th>
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</table>

### OTHER LOANS, DEBTS, OR OBLIGATIONS

<table>
<thead>
<tr>
<th>Description</th>
<th>Account no.</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
<td>Amount per month or value</td>
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I authorize Historic Macon Foundation to verify the information provided on this form as to my credit and employment history. I am aware that Historic Macon Foundation will pull any credit history one week prior to monthly Loan Review Committees and that I will notify them immediately if I want to cancel or postpone my application.

______________________________  _________________________
Signature of applicant  Date

______________________________  _________________________
Signature of co-applicant, if for joint account  Date
SECTION 5: ELIGIBLE AREAS
SECTION 6: REVIEW CRITERIA (FOR OFFICE USE ONLY)

| Applicant: __________________________ |
| Date received: ____________________ |

| Property Address: ___________________ |
| Loan request: _____________________ |

The following documentation has been received from applicant:

- We received a complete application
- Evidence of clear title (property ownership) is attached
- Income verification is included
- Applicant has membership in Historic Macon Foundation
- Application fee of $50 received

The application meets the following eligibility requirements:

- The subject property is within the College Hill district
- A complete work write-up is attached
- The cost of the work is reasonable
- All requirements in the “Guidelines” section are met
- A completed credit application is attached
- The amount of work can be completed in 90 days
- All proposed work is eligible for this loan program
- The owner can contribute a 20% match towards this loan
- Construction has not started
- All application materials are signed and dated

Debt-to-income ratio after new debt service ____________________________

Verify credit application by checking the following reports:

- Equifax
- Chapter 7 and/or 13 judgments
- Other federal debt or judgments
- Employment verification report

Initial physical inspection of property completed by: _______________________/_________

HMF representative                          Date

Notes: ____________________________________________________________________________
_________________________________________________________________________________