



APPLICATION CHECKLIST

Complete this checklist to ensure all required documents are included

**** Incomplete applications will NOT be considered****

<input type="checkbox"/>	COPY OF DEED FOR PROPERTY (only for OWNERS who are applying)
<input type="checkbox"/>	CURRENT LEASE AGREEMENT (only for TENANTS who are applying)
<input type="checkbox"/>	PROPERTY TAX RECEIPT EVIDENCING TAXES ARE CURRENT
<input type="checkbox"/>	COLOR PHOTOGRAPHS (<u>MAXIMUM 2</u>) SHOWING ENTIRE FRONT OF BUILDING, AS WELL AS DETAIL PHOTOGRAPHS OF PROPOSED AREAS OF WORK (Maximum file size is 4MB EACH)
<input type="checkbox"/>	PROOF OF BUSINESS LICENSE/PERMIT/REGISTRATION/CORPORATE STRUCTURE DOCUMENTATION
<input type="checkbox"/>	PROOF OF INSURANCE
<input type="checkbox"/>	PROOF OF GROSS ANNUAL INCOME OF LESS THAN \$5 MILLION FROM EACH 2019 AND 2020 TAX RETURNS
<input type="checkbox"/>	PROOF OF EMPLOYEES PAYING PAYROLL TAXES AS OF 3/17/2020 -OR- SELF CERTIFICATION AFFIDAVIT IF NO EMPLOYEES
<input type="checkbox"/>	SIGNED "ADDENDUM A – OWNER CONSENT FORM" (for TENANTS Only)
<input type="checkbox"/>	IF APPLICABLE, COPY OF M/WBE CERTIFICATION AND/OR SERVICE-DISABLED VETERAN OWNED BUSINESS CERTIFICATION

Documents to be Submitted if Available/Applicable (NOT REQUIRED at time of Application) – 4MB Maximum File Size

- ✓ COPIES OF ANY QUOTE/ESTIMATES/DRAWINGS OF PROPOSED WORK
- ✓ ANY RELEVANT HISTORIC BUILDINGS PHOTOS IF AVAILABLE