

# City of Gardner



## COMMERCIAL REHABILITATION PROGRAM

### Application for Assistance - Facade

**Instructions.** Only property owners may apply. Owners must answer all items; incomplete applications will be returned. If an item does not apply to your project mark it "N/A." Return your completed application with all supporting documents to the Department of Community Development and Planning, 115 Pleasant Street, Room 201, Gardner MA, 01440. For information or assistance contact the department in person or at (978) 632-3800.

This application is for improvements to property located at:

Address: \_\_\_\_\_

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### Application Checklist

**Please be sure to include the following required items in your application.**

Your application is not complete until we have received the following items:

- Original Property Deed
- Property Insurance Certificate
- Paid Current Municipal Tax Bill

In certain cases, we may require further documentation. We will notify you if we require additional documents.

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Completed applications are processed on a first-come, first-served basis until funds are exhausted. Projects must meet program eligibility requirements and conform to applicable building codes, zoning regulations, and/or requirements for public accessibility. Other conditions may apply. Funding agency reserves the right to reject any application, to establish a priority system or waiting list for projects. Funded through a Massachusetts Community Development Block Grant administered by the Department of Housing & Community Development, and the City of Gardner.

**SECTION 1. - OWNER INFORMATION**

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Full name of Property Owner(s) as it appears on the property deed:

\_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Owner tax identification number: \_\_\_\_\_

- Is the owner an:      \_\_\_ individual or individuals?  
                           \_\_\_ Sole proprietorship?  
                           \_\_\_ Partnership?  
                           \_\_\_ Massachusetts Corporation?  
                           \_\_\_ a Real Estate Trust?  
                           \_\_\_ something else?

(explain) \_\_\_\_\_

NOTE: Where the Property Owner is a legal entity rather than an individual(s), then the City will require further documentation to designate an individual(s) legally authorized to act on the Owner’s behalf. Do not complete the certification on the last page. Complete all other items and contact the Department for further information.

In the last seven years has the Property Owner, or any principal if the owner is a legal entity other than an individual, ever:

	Yes	No
Filed for bankruptcy or reorganization?		
Had any outstanding judgments against them?		
Had any property foreclosed on?		
Been a party to a lawsuit?		
Been delinquent on taxes or municipal utility charges?		
Been delinquent on any debt obligation?		

If you answered “Yes” to any of these questions, attach a letter explaining the circumstances and outcome.

Has the Owner ever participated in the Program before? \_\_\_ Yes \_\_\_ No

If “Yes,” then list the addresses and approximate year of participation:

Address(es):

Year:

\_\_\_\_\_

**SECTION 2. - PROJECT INFORMATION**

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**A. Property Information**

This application is for facade improvement to property located at:

Address: \_\_\_\_\_

Is this property registered in the Land Court? \_\_\_ Yes \_\_\_ No

Are there any outstanding liens, mortgages, secured interests, or other encumbrances on this property? \_\_\_ Yes \_\_\_ No

If “Yes,” indicate all secured interests in this property. If necessary, attach a separate page to document additional items.

First Mortgage Holder name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount of lien: \_\_\_\_\_

Date of lien: \_\_\_\_\_

Second Mortgage Holder name: \_\_\_\_\_

Address: \_\_\_\_\_

Amount of lien: \_\_\_\_\_

Date of lien: \_\_\_\_\_

You must submit your **Original Property Deed**, current **Property Insurance Certificate**, and **Paid Current Municipal Tax Bill** to this application. Your deed will be returned to you.

**B. Project Information**

Briefly describe or list the facade items you would like considered in this application for assistance.

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**SECTION 3. - DISCLOSURE AND OWNER CERTIFICATION**

The program provides Deferred Payment Loans for eligible projects up to a maximum of 80% of the total approved project costs. Total program funds may not exceed \$15,000. Property owners provide the balance of the total approved project costs. Owners execute a loan agreement, promissory note and mortgage for the loan, and agree to maintain the completed project for the term of the loan. Other conditions may apply.

Projects must meet program eligibility requirements and comply with applicable federal, state and local laws or regulations. All projects must comply with the City’s Zoning Ordinance. Projects must comply with the program’s design standards. Property owners are responsible to obtain and pay for all necessary permits, licenses, and variances.

The property owner must document that the building complies with the state building code and, where applicable, Architectural Access Board requirements for handicapped accessibility.

**Owner Certification:**

The Owner hereby acknowledges that the information provided in this application, together with the required attachments or supporting documents, will be used by the City of Gardner to determine eligibility and obtain financial assistance. The Owner further acknowledges that the City may reject any application when, in the City’s sole opinion; the information provided by the Owner is incomplete, inaccurate, or false in any material respect.

The Owner hereby certifies that the structure for which assistance is requested complies with existing building code requirements, including requirements for handicapped accessibility.

The Owner hereby certifies that all information provided herein is true, complete and correct, and agrees to be bound by Program regulations.

**BY:**  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)  
\_\_\_\_\_)

**DATE:** \_\_\_\_\_  
  
**OWNER**