



Kaufman EDC Property Enhancement Incentive Program

PROJECT APPLICATION

Applicant and Property Information

Applicant name: _____

Mailing address: _____

Telephone: _____ E-mail _____

Applicant is a corporation, partnership, proprietorship, or individual

Applicant is a property owner or tenant / lessee (If tenant, must return letter of Property Owner Approval.)

Business name: _____

Type of business: _____

Property address: _____ OR

Legal description of property: _____

Project Information

Description of proposed eligible improvements: _____

Requested grant amount: \$ _____

General or Main Contractor

Name	Firm	Phone
_____	_____	_____

Contractor Address: _____

Estimated start date of construction: _____

Estimated completion date of construction: _____

Description of other improvements planned to property not eligible for grant funding:

Describe source of matching funds: _____

Attachments

- Photographs of structure showing existing facades, landscaping, drives, parking, etc.
- Project budget
- Written bids for work to be completed (minimum two (2) required)
- Letter of property owner approval (if a tenant is applying)
- Drawings or renderings that illustrate improvements (if available)
- Other supporting plans or illustrations of improvements (if available)

Only complete applications may be considered for approval. Applications should be delivered to the Kaufman Economic Development Corporation, 2311 S. Washington, Suite A, Kaufman, Texas, 75142

Applicant (signature): _____ Date: _____

SAMPLE LETTER OF PROPERTY OWNER APPROVAL

This letter is to serve as permission for the tenant listed below to submit an application to and participate in the KEDC Property Enhancement Improvement Program, a grant program to fund certain exterior improvements to existing commercial structures and or property as described in the program description. I, the undersigned property owner, certify that I am the legal owner of the property listed below. Additionally, I confirm that the tenant currently holds a lease with me to occupy the property.

Furthermore, I acknowledge that in consideration for the improvements made to the property described herein, the improvements shall be maintained according to the approved application and all applicable city, state, and Federal codes.

Property owner (print): _____

Property address: _____

Mailing address: _____

Telephone number: _____

Tenant name (print): _____

Business name: _____

Current lease valid through: _____

Property Owner Signature: _____

Date: _____

Kaufman EDC Property Enhancement Incentive Program
Tracking Document

(FOR OFFICE USE ONLY)

<u>Action</u>	<u>By Whom</u>
_____ Date of Pre-Application Meeting	EDC Staff
_____ Real Property Value on that Date According to Kaufman County Tax Records	EDC Staff
_____ Date Application Received	EDC Staff
_____ Date of Improvement Board Meeting	Board
_____ Revisions, suggestions, instructions delivered to Applicant.	
_____ Create Draft of Development Agreement	EDC Staff
_____ Date Final Agreement Signed	EDC Staff
_____ Date Project Completed	EDC Staff
_____ Date Inspected/Approval by EDC Staff	EDC Staff
_____ Date Inspected/Approval by City Planner	Planner Staff
_____ Date Check Request Made	EDC Staff
_____ Date Check Mailed or Delivered	EDC Staff
_____ Current Property Value	EDC Staff
_____ Property Value ONE YEAR OUT	EDC Staff
_____ Property Value FIVE YEARS OUT	EDC Staff
_____ Property Value TEN YEARS OUT	EDC Staff