



## 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

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

Estimated start date of construction: \_\_\_\_\_

Estimated completion date of construction: \_\_\_\_\_

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

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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