

How to Apply For a Zero-Interest Loan

STEP 1- Initial meeting to discuss project

Provide the following information to Main Street Gettysburg for review of your loan request:

- Summary of financing needs, ie: how much do you need and what will it be used for?
- 3 years past tax returns for the company
- 3 years past personal tax returns for all 20% owners of the company if requested
- Quote or contract for project work
- Complete application and submit along with \$150 application fee. For approved loans, a 1% origination fee will apply upon loan closing.
- 3 past years financial statements for the company

STEP 2- Loan Review Committee

- Request for funding will be reviewed at the MSG Finance Committee and sent to the Board for recommendation to fund

STEP 3- Loan Closing

- Proof of insurance on property must be provided
- All business owners/guarantors must be present to sign at closing

A Complete ZILP application package includes:

(Applicant shall be a member/supporter of Main Street Gettysburg)

- A completed application form
- A signed Certification and Release form
- Written estimate from contractor with detailed scope of work
- A copy of the current deed to the property
- Color photos of existing conditions, including building façade
- Acceptable and detailed sketches/drawings of proposed improvements
- If applicable, the property owner's written permission to proceed with work related to this loan program
- Applicant must deliver one copy of the complete application package to: Main Street Gettysburg, 116 Baltimore Street, Gettysburg, Pennsylvania 17325
- Application fee of \$150.00
- One percent origination fee to be paid at closing.



Zero-Interest Loan Program

A financial incentive
program
to rehabilitate
commercial buildings in
the Historic
District of Gettysburg

Main Street Gettysburg, Inc.
116 Baltimore St.
Gettysburg, PA 17325
PHONE (717) 337-3491
FAX (717) 337-2495
www.mainstreetgettysburg.org
info@mainstreetgettysburg.org

About This Program

The Zero-Interest Loan Program is a commercial revitalization program funded from Pennsylvania Department of Community and Economic Development (DCED). Through the program, Main Street Gettysburg offers zero-interest loans to commercial property owners, up to \$15,000 per building façade, as an incentive to make improvements and correct code deficiencies within the Historic District.

Criteria

- Projects must be commercial, not residential.
- Projects must be located within the boundaries of the Historic District.
- Projects must be reviewed by and comply with all requirements of the:
 - Borough of Gettysburg Code Enforcement Office
 - Borough of Gettysburg Historic Architectural Review Board (HARB)
 - Main Street Gettysburg Executive Committee
- Program monies must be used only for eligible items.
- A written detailed estimate of total project work from licensed contractors is required

Eligible Items

- Façade improvements
- Cleaning of façade materials, painting, brick pointing, removal and replacement signage, and other repairs or improvements in accordance with borough code and HARB guidelines
- Replacement, repair, and renovation of roofs
- Corrections of code deficiencies
- Improvement or replacement of electrical, plumbing, heating, and/or air conditioning systems
- Modifications to improve handicapped accessibility to business
Architectural fees for design of proposed improvements
- Sidewalks

Ineligible Items

- Improvements to existing rental residential units in a structure
- Nonpermanent equipment and merchandising fixtures
- Building permit fees and any other miscellaneous fees
- Demolition or acquisition of property
- New construction
- Working capital
- **Projects already begun or completed are ineligible unless otherwise approved by Main Street Gettysburg.**

Terms

- Minimum loan is \$2,500.
- Maximum loan is \$15,000 per façade. One commercial property with two or more businesses operating within one property may apply for up to \$25,000.
- Loans must be secured with reasonable collateral for the loan in question.
- Maximum loan repayment term is five years with a minimum payment of \$100 per month.

Projects Made Possible By Zero-Interest Loan Program

Since its inception, Main Street Gettysburg has loaned more than \$300,000 to qualified commercial property owners and tenants. Among them:

Shriver House	309 Baltimore St.
Times Square Building	18 Carlisle St.
Mamma Ventura.....	13 Chambersburg St.
Blue Parrot Bistro	35 Chambersburg St.
Fahnestock Mansion	66 W. Middle St.
Arsenal of the Alleghenys.....	141 Steinwehr Ave.
David Wills House	8 Lincoln Square
The History Center	241 Steinwehr Ave.



Main Street Gettysburg - ZILP Application

Company Information:

Applicant (business name in full): _____
Structure of company: (circle) Sole Proprietorship LLC LLP S Corp C Corp Business
Address: _____
Date Company was established: _____
State of incorporation (if incorporated): _____
Federal Tax Identification #: _____
Full-time employees: _____ # part time employees: _____
Major customers: _____

Major competitors and location: _____

Ownership Information:

Owner #1

Name: _____
% of ownership: _____
Mailing address: _____
Phone: _____ Fax: _____ Email: _____
Bankruptcy? YES NO
Legal judgments? YES NO
Delinquent taxes? YES NO

Owner #2

Name: _____
% of ownership: _____
Mailing address: _____
Phone: _____ Fax: _____ Email: _____
Bankruptcy? YES NO
Legal judgments? YES NO
Delinquent taxes? YES NO

Owner #3

Name: _____
% of ownership: _____
Mailing address: _____
Phone: _____ Fax: _____ Email: _____
Bankruptcy? YES NO
Legal judgments? YES NO
Delinquent taxes? YES NO

****If there are more than 3 owners for your business, please provide the same information for each additional owner****

Project Site:

Project Address: _____

Phone: _____ Fax: _____

Email: _____ Municipality: _____

Is the real property owned by the same individuals/entity as the operating company/applicant?

Company History: Provide a brief description of the company history (i.e.: how company started; products/services offered; growth)

Project Description: Provide a description of the project for which you are requesting financing

I/We authorize Main Street Gettysburg, Inc. to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. The inquiries may include but are not limited to, a copy of the most recent Federal Income Tax return, credit report and personal financial statement. I certify the above and the statements are true and accurate as of the stated date. These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I/we understand FALSE statements may result in forfeiture of benefits and possible criminal prosecution.

Signature: _____ Date of Birth: _____ Soc. Sec. No: _____

Date Signed: _____

Main Street Gettysburg 717-337-3491 info@mainstreetgettysburg.org



MSG Zero Interest Loan Program (ZILP) Loan Application's Certification and Release

Each of the undersigned certifies that the Application Checklist and this Certification have been read and understood by me, and further certifies that the following are understood as well:

1. That Main Street Gettysburg, Inc. is a nonprofit corporation which is dedicated to encouraging and guiding the revitalization and development in the business district of the Borough.
2. That Main Street Gettysburg, Inc. is administering the program to the extent necessary (a) to determine whether a particular application falls within and will further the purpose of the program, and (b) to rank submitted applications on the basis of the degree to which the purpose of the program will be furthered.
3. That Main Street Gettysburg, Inc. may place a sign on the premises which is prominently visible to passerby or promote the project in any other manner which is consistent with this program as required by the Commonwealth of Pennsylvania.
4. Participation in the program is based on project eligibility and funding availability.

In order to induce Main Street Gettysburg, Inc. to accept an application for processing, each of the undersigned, for himself/herself, his/her heirs, executors, administrators or assigns (or if a corporation for itself, its successors and assigns) hereby release and agrees to hold harmless Main Street Gettysburg, Inc. and its directors, officers, and employees from all rights, claims, and actions which the undersigned now has or may hereafter have against Main Street Gettysburg, Inc. arising out of the receipt and processing of the application presented herewith.

I/We authorize Main Street Gettysburg, Inc. to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date. These statements are made for the purpose of obtaining a loan, guaranteeing a loan, or continuing credit. I/we understand FALSE statements may result in forfeiture of benefits and possible prosecution.

Signature: _____ Date of Birth: _____ Soc. Sec. No: _____

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Date Signed: _____