



TAX INCREMENT FINANCING ASSISTANCE CHECKLIST

Include this Checklist when applying for TIF assistance. If any of the required items are omitted from the application, please provide a brief explanation.

General Project Information

1. Summary Letter
2. Project Narrative

Detailed Project Information

3. Project Timeline
4. Public Benefits
5. Job Creation or Retention Activities

Project Financial Information

6. Sources & Uses of Funds
7. Request for TIF Assistance
8. Development Budget/Budget of TIF Eligible Expenses
9. Pro Forma Income & Expense Schedule
10. Analysis of Financial Need
11. Increment Projections
12. Financial Commitments
13. Other Subsidies

Professional Studies

14. Market Studies
15. Appraisal
16. Environmental Studies & Reports
17. Other Studies & Reports

Other Information

18. Ownership Structure
19. Principal Profile Information
20. Financial Statements
21. Prevailing Wage Requirements

Project Contacts (Name, Business Name, Business Phone, Mobile, Fax, Email)

22. Applicant's Primary Contact
23. Architect
24. Engineer
25. Contractor
26. Attorney