



**Application for Blighted Properties Redevelopment Program  
City of Knoxville, Tennessee**

**INSTRUCTIONS**

Please complete all questions. Do not leave any questions blank; mark all non-applicable questions "NA". Please feel free to add additional sheets as needed. You may request technical assistance from staff in completing this application; contact information is at the end of the application. Applicants are encouraged to have an email, so communications with staff can be more efficient through the redevelopment process.

**APPLICANT INFORMATION**

Owner Type (check one):    \_\_\_ Individual    \_\_\_ Non-Profit    \_\_\_ For Profit

Name: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status: ( ) Married ( ) Unmarried Spouses Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

**CO-APPLICANT INFORMATION**

Name: \_\_\_\_\_

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

Social Security #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status: ( ) Married ( ) Unmarried Spouses Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Date of Employment: \_\_\_\_\_

- **Attach additional sheet with previous employment data (as above) if applicant or co-applicant have worked for current employer less than five (5) years.**
- **Attach additional sheet with “applicant information” from above for all parties with ownership of the project.**
- **If the applicant or co-applicant is a corporation, partnership or non-profit, please provide organizational charter and by-laws.**

**DEVELOPER CAPACITY & ELIGIBILITY**

Applicants must be able to demonstrate their capacity to complete the proposed project, or to partner with another organization or individual with the capacity to complete the project.

1. Please name all partners and provide specifics of who will be performing different tasks and how this partnership will work in carrying out the proposed development.

<u>Partner</u>	<u>Roles/Tasks</u>

- **Attach a statement of your Qualifications and Experience. If you are partnering with someone else, please attach a statement of their Qualifications and Experience.**
- **Attach a list of all property owned by all applicants in the City of Knoxville and Knox County. Please explain any outstanding city or county taxes due, liens and code violations.**

2. Have you ever received loans/grants from the City?      Yes      No

If so, please describe:

3. Will you need assistance from City staff in obtaining a contractors bid? ( ) Yes ( ) No

**PROPERTY/STRUCTURE DETAILS**

1. Address of Structure: \_\_\_\_\_

2. Parcel ID: \_\_\_\_\_

3. Property must be located in the City of Knoxville, unoccupied, and identified in at least one of the following (check all that apply):

Determined or certified blighted or condemned by Better Building Board

Posted "Unfit for Human Habitation"

Chronic Problem Property List

Fragile Fifteen or Knox Heritage determined eligible

Homemakers List

*Details about the above criteria can be found in the BPRP Policies and Procedures within Section VI - Property Eligibility*

4. Number of units to be rehabilitated/constructed? \_\_\_\_\_

5. At completion, property will be:      Sold      Rented      Owner Occupied

6. Project Description: Briefly describe the proposed redevelopment. Include use upon completion, target market, and proposed sales/rents. Attach additional sheet in

➤ **Attach a copy of site plan, floor plan, and scope of work of proposed construction.**

7. Site Control Status: ( ) Own ( ) Have a sales contract ( ) Option to Purchase

If you do not currently have title, who is current owner: \_\_\_\_\_

➤ **Attach a copy of your Warranty Deed, Sales Contract, Etc.**

8. Current Zoning: \_\_\_\_\_

9. Value of property (current condition): \$ \_\_\_\_\_

10. Estimate value of property following redevelopment (if known \$ \_\_\_\_\_

11. Do you have an appraisal or other documentation to substantiate these values?

Yes          No          Date of appraisal

**BUILDERS RISK OR PROPERTY INSURANCE DATA**

Note: Prior to construction, you must provide proof of insurance

Insurance Company: \_\_\_\_\_ Agent: \_\_\_\_\_

Address: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(Street) (City) (State) (Zip)

Present Coverage: \$ \_\_\_\_\_ Premium: \$ \_\_\_\_\_

<b><u>PURCHASE (or PROJECTED PURCHASE) INFORMATION</u></b>	
Purchase Price or Contract Sales Price	_____
Purchase Date or Closing Date	_____
Down Payment	_____
First Mortgage Amount	_____
Second Mortgage Amount	_____
<b><u>IMPORTANT NOTICE:</u> No property may be rehabilitated/developed through the Blighted Property Redevelopment Program until all delinquent city or county Property Taxes and city or county liens have been paid, and code violations have been cleared on all properties owned by applicant(s).</b>	

**MORTGAGE DATA**

- Lender \_\_\_\_\_
- Address \_\_\_\_\_
- Principal Balance \$ \_\_\_\_\_
- Monthly Principal/Interest Pymt \$ \_\_\_\_\_
- Interest Rate \_\_\_\_\_% Fixed      Variable

- **Attach copies of the Promissory Note and Deed of Trust for mortgage indicated above.**
- **Also, attach additional documentation as necessary for all other liens or encumbrances against the property.**

1. Project Budget			
<i>Fill in all non-shaded cells in the table below with the project budget.</i>			
	<u>BPRP Funds</u>	<u>Other Funds*</u>	<u>Total</u>
Site Development *			
Pre-Construction *			
Construction *			
Marketing *			
Developer's Fees *			
Lead Paint Abatement			
City Processing Fees: **			
Appraisal			
Title Search			
Credit Report			
Lead-Based Paint Test			
Historic Determination			
Other Costs:			
<u>TOTAL</u>			
* <i>The applicant must contribute at least 5% to site development, pre-construction, construction, marketing, and developers fees.</i>			
** <i>City processing fees will contribute towards the entire project cost.</i>			

2. If this is a rental development, attach a completed pro forma (Project Income and Expense Statement) showing the feasibility of your project. The pro forma should include achievable rent levels, market vacancies and operating expenses and also specify the consequences of tax benefits (if any), and any other assumptions used in calculating the project cash flow.
3. If this is a for-sale development, what is your proposed sale price? \$ \_\_\_\_\_
4. Provide copies of completed project plans, specifications and cost estimates or bids.

5. If you will retain ownership of this development, what are your plans for financing?

\_\_\_\_\_  
Attach letters of commitment with all terms and conditions for all approved financing.

6. Is the property in a redevelopment area, and if so, how does your project complement the redevelopment plan?

*Details about the above criteria can be found in the BPRP Policies and Procedures within Section VII – Program Priorities.*

7. Do your plans incorporate visitability features? Please describe below:

*Details about the above criteria can be found in the BPRP Policies and Procedures within Section VII – Program Priorities.*

9. Please discuss your project’s ability to meet any required historic and neighborhood design guidelines. Any projects not covered under an existing historic or other design standard must be consistent with the “Heart of Knoxville Infill Housing Guidelines.”

*Details about the above criteria can be found in the BPRP Policies and Procedures within Section VII – Program Priorities.*

10. How do you plan to market the unit after development?

**APPLICANT CERTIFICATION**

I (we) certify that all the information provided in this application, and all information furnished in support of this application, is true and complete to the best of my (our) knowledge. I (we) have read and agree to comply with the “Blighted Properties Redevelopment Program’s Policies and Procedures.” I (we) authorize the credit check and verification of any information provided herein. A credit review will be conducted; any applicant not deemed credit worthy will not be approved,

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RETURN TO:**

Jeff Archer, Senior Project Specialist, AICP  
jarcher@KnoxvilleTN.gov  
Blighted Property Redevelopment Program  
City of Knoxville - Community Development Department  
P.O. Box 1631  
Knoxville, TN 37901  
Phone: (865) 215-2235