## APPLICANT REQUIRED PROOFS/DOCUMENTS CHECKLIST (REVIEW & FILL OUT)

**Instructions:** Review both "Required Part" and "Document" checklist to ensure completeness before handing in the application. Missing documents and/or proofs will result in the applicants being marked incomplete and will not be considered.

	REQUIRED PART CHECKLIST (PT.1)			No	
1.	Part A: Business Owner Information:				
	Refer to page 10.				
2.	Part B: Property Owner Information:				
	Refer to page 11.				
3.	Part C: Property Information: Complete both sections with current photo.				
	Refer to page 12.				
	□ Sec 1. Building Layout				
	Sec 2. Exterior Material				
	Current Photo				
4.	Part D: Eligibility Questionnaire:				
	Refer to page 14.				
5.	. Part E: Requested Scope of Work: Mark applicable scopes.				
	Refer to page 15.				
	Storefronts	Building Caps/ Cornices			
	Awnings/Overhangs	Windows – Frame/Pane/Glass			
	□ Signs	□ Security			
	□ Lighting	□ Others			
	Entrance/ ADA				

	DOCUMENTS CHECKLIST (PT.2)			Yes	No
1.	UEZ Membership: 1 proof of membership.				
	□ Reporting	Certificate	□ Others		
*2.	Tax Clearance: 1 proof of taxes paid up to date. Refer to below.				
	Tax Clearance Certificate				
*3.	Utilities Clearance: 1 proof of utilities paid up to date for each; Sewer, Water, Utilities.				
	□ Sewer Bill	Water Bill	□ Utilities Bill		
*4.	Business License: 1 proof of license registered with the City of Camden.				
	Business License				
*5.	Photo ID of Business/ Property Owner(s): 1 proof of photo ID.				
	□ Driver License/State ID	Passport	□ Others		
*6.	Camden Locations: 2 proofs of address.				
	Property Deeds	□ Driver License/State ID	□ Affidavit of Domicile		
	□ Mortgage Statements	□ Mail within 90 days	□ Others		
*7.	Before Photos of Property				
	□ Photos				
8.	Notarized Letter: If property and business owner are different.				
	Notarized Letter				

## \*Notes:

Sections marked with <sup>\*</sup> are required documents that must be provided for an application to be considered completed.

UEZ membership is not required for this application, however, preference will be given to businesses who are registered with the UEZ. Businesses who are claiming UEZ status must provide proof of membership. If no proofs are provided, businesses will not be considered as a UEZ member.

Notarized letters are only required for applicants who are not the property owner. Notarized letters are required to confirm approval from the property owner for the requested scope of work. Applicants who are not the property owner and do not provide the required notarized letter will be marked incomplete.