

ARP Camden Strong Facade Improvement Program

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)		Yes	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. <input type="checkbox"/> Sec 1. Building Layout <input type="checkbox"/> Sec 2. Exterior Material <input type="checkbox"/> 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. <input type="checkbox"/> Storefronts <input type="checkbox"/> Building Caps/ Cornices <input type="checkbox"/> Awnings/Overhangs <input type="checkbox"/> Windows – Frame/Pane/Glass <input type="checkbox"/> Signs <input type="checkbox"/> Security <input type="checkbox"/> Lighting <input type="checkbox"/> Others <input type="checkbox"/> Entrance/ ADA		

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

***Notes:**

Sections marked with * 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.