

Commercial Property Improvement Grant Checklist

Application Requirements:

In addition to a completed application, applicants must provide the following uploaded with their application in the Neighborly application portal:

- Map showing location of property (ex. Screenshot of property via Google Maps)
- A copy of the applicant's current business license from the City of Atlanta
- Current photographs of property identifying the need for proposed improvements
- Evidence of property control through a lease or deed
- Completed and notarized copy of the Application Affidavit (provided in Neighborly)
- Itemized budget/scope of work with supporting documentation. (Ex. Contractor Estimates, Purchase Orders, etc)

Required Due Diligence Documents:

To execute a grant agreement upon approval of funding, grantees will be required to provide the following documentation. Note these are **NOT** application requirements.

1. Owner Entity Documents:
 - Articles of Incorporation/Organization/Secretary of State Verification
 - Copy of Business License
 - SAVE affidavit, including a copy of driver's license (SAVE affidavit provided in Neighborly)
 - Documentation that the owner of the subject property is current on all property taxes
2. General Contractor Documents:
 - List of contractors or subcontractors to be engaged with specific tasks
 - Business license and proof of liability insurance for each contractor
3. Site Documents:
 - Evidence of Ownership; ex., vesting deed or lease (lease must have a minimum of one year remaining)
 - A current copy of the Business Owners Insurance Policy
4. Project Documents (Exhibits for Development Agreements must be Acceptable to and approved by the Authority):
 - Approved Project Description Sheet including a general description of improvements to be made. Applicants who lease their commercial property will attach a notarized letter from Property Owner indicating approval of the Project Description Sheet.
 - Approved Community Impact Contribution Description Sheet including a description of the activity or project the applicant will undertake to meet the Community Impact Contribution requirement.
 - Project Budget, including itemized quotes and/or purchase orders for all expenses to be covered by grant funding
 - Verification of any additional project costs to be covered by applicant
 - Drawings or examples of proposed improvements if requested by Invest Atlanta