

NPU-V Small Commercial Property Improvement Grant Checklist

Application Requirements:

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

- 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
- Itemized budget/scope of work with supporting documentation (Ex. Contractor Estimates, Purchase Orders, etc)
- Completed and notarized SAVE Affidavit (Exhibit C)
- Completed and notarized Statement of Joint Application (Exhibit D), if applicable

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 Current Business License
- SAVE affidavit (including a copy of driver's license)
- Demonstrate 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
- Current year Business license

3. Site Documents:

Note: Property must be compliant with City of Atlanta building codes. In addition, approved permits with the City of Atlanta for any work that requires permitting.

- 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 the property owner indicating approval of the project description sheet.
- Project Budget, including itemized quotes and/or purchase orders for all expenses to be covered by grant funding
- Project Construction Schedule
- Verification of any additional project costs to be covered by applicant
- Drawings or examples of proposed improvements, if requested by Invest Atlanta