

Property Owner and Business Owner Acknowledgement Form

PROPERTY OWNER

NAME: _____

PROJECT ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

I, the property owner of the address listed above, approve of the proposed changes to my property. I understand:

- ☐ That my tenant will be applying to a City of Springfield's CDBG grant program for small business assistance and, if applicable, I have approved the proposed modifications to the site; and
- ☐ That in order for my tenant to receive grant funding, I, the property owner, **must be up to date on taxes, fines and fees for all my properties within the City of Springfield.** I also acknowledge that the Program Administrator will be running a tax certification to determine if I owe the City of Springfield any taxes, fines or fees.

Signature: _____

Date: _____

GRANT APPLICATION/TENANT

NAME: _____

NAME OF BUSINESS: _____

I, the tenant of the address listed above, understand:

- ☐ I cannot make the proposed changes to my business address without the property owner(s)'s approval; and
- ☐ I have read and understand the program guidelines; and
- ☐ If my application is approved, **I cannot begin site work or complete purchases without approval and notice to proceed** from the Program Administrator after the contract is executed; and
- ☐ While the Program Administrator will provide feedback on my incomplete application, my application will not be reviewed internally by the Office of Planning and Economic Development until all required documents are attached to my application.

Signature: _____

Date: _____