



# TAX INCREMENT FINANCING ASSISTANCE CHECKLIST

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Include this Checklist when applying for TIF assistance. If any of the required items are omitted from the application, please provide a brief explanation.

## General Project Information

1.  Summary Letter
2.  Project Narrative

## Detailed Project Information

3.  Project Timeline
4.  Public Benefits
5.  Job Creation or Retention Activities

## Project Financial Information

6.  Sources & Uses of Funds
7.  Request for TIF Assistance
8.  Development Budget/Budget of TIF Eligible Expenses
9.  Pro Forma Income & Expense Schedule
10.  Analysis of Financial Need
11.  Increment Projections
12.  Financial Commitments
13.  Other Subsidies

## Professional Studies

14.  Market Studies
15.  Appraisal
16.  Environmental Studies & Reports
17.  Other Studies & Reports

## Other Information

18.  Ownership Structure
19.  Principal Profile Information
20.  Financial Statements
21.  Prevailing Wage Requirements

## Project Contacts (Name, Business Name, Business Phone, Mobile, Fax, Email)

22.  Applicant's Primary Contact
23.  Architect
24.  Engineer
25.  Contractor
26.  Attorney