AFFIDAVIT DESIGNATING OWNER'S REPRESENTATIVE AS APPLICANT

☐**Owner**

In lieu of representing this request as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

_____	_____	_____
Owner(s) Name(s) Printed	Signature of Owner(s)	Date

☐**Owner's Agent/Applicant** (Main contact person responsible for application)

I hereby certify that I will represent the property owner and take responsibility on this application, to act in the capacity as their agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

_____	_____	_____
Agent's Name Printed	Signature of Agent	Date

NOTARIZED SIGNATURE IS REQUIRED TO DESIGNATE A REPRESENTATIVE AS THE APPLICANT

Before me, the undersigned authority, on this day personally appeared_____ (Owner(s) Name) known to me to be the persons whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

Given under my hand and seal of office on this _____ day of _____, 20_____.

_____	_____
Signature	Date

By signing this form, property owner acknowledges the applicant's intent to participate in the Business Improvement Grant program. Owner hereby grants the applicant permission to make improvements/alterations to the property with the assistance of Business Improvement Grant funds, if selected for the award.

Business Improvement Grant Process:

- **Submit application with all required documents, including narrative, contractor quotes, and images.**
- **If selected for funding, applicant will receive a Notice to Proceed with Improvements (NTP).**
- **After receiving the NTP, applicant must begin work within 60 days.**
- **All work, including reimbursement requests, must be completed within one year of receiving the NTP.**
- **Any work completed prior to receiving NTP will not be reimbursed.**