The City of Tacoma offers low-interest loans to businesses with terms up to 10 years for qualifying sewer or stormwater conservation projects.

**Eligibility**
- The project must be located within the City of Tacoma boundaries.
- Loans are available for existing commercial or industrial buildings. New construction is not eligible.
- The project must meet Conservation Loan eligibility requirements.

**Terms**
- The interest rate for the loan is 2% below the Prime rate on the date the loan agreement is signed, with a minimum rate of 4%.
- Loans may be made for up to 90% of the estimated project cost.
- The minimum loan amount is $10,000 and the maximum is $100,000. Loan repayments are made monthly and are not part of the regular utility bill.
- Loans must be secured by a sufficient security interest (lien) in the project property.
- Applicant must apply for the loan before the project is completed. If you install measures before your loan is approved and closed, you may be responsible for the costs if the loan does not go through. Loan disbursement will not take place until the project is completed and signed off by Environmental Services staff.

**Loan Security and Fees**
- An independent agency conducts a credit review.
- The Environmental Services Conservation Loan Committee reviews the application and makes a decision on the loan.
- Environmental Services notifies the applicant if the loan is approved, and prepares documents for the applicant to sign.
- You will be responsible for the fees and expenses identified here. The estimated costs are based on a $25,000 loan to a one-owner business. Actual costs will vary by situation. All fees must be paid in full when your loan is recorded.

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title insurance</td>
<td>$300.00</td>
</tr>
<tr>
<td>Loan set-up fees</td>
<td>$250.00</td>
</tr>
<tr>
<td>Recording fees</td>
<td>$40.00</td>
</tr>
<tr>
<td>Credit report</td>
<td>$10.00</td>
</tr>
<tr>
<td>Flood certification</td>
<td>$10.00</td>
</tr>
<tr>
<td>Appraisal fee (if required)</td>
<td>Varies</td>
</tr>
</tbody>
</table>

*The loan fee is fixed at $250.*

**How the Process Works**
- Identify the cost of your project with a contractor. It is best to get at least two bids.
- Complete and return the application form along with other requested documents and the loan set-up fee, which is fixed at $250. A non-refundable deposit of $250 will be collected with your application. If the loan is approved, the deposit will be applied to the loan set-up fee.

If you have questions about the loan documents or process, contact:
Sewer Conservation Loan
C/o Economic Development
747 Market St., Room 1036
Tacoma, WA 98402
Phone: (253) 591-5236
Fax: (253) 591-2002

If you have questions about loan requirements or collateral, please contact:
Community Development Corporation
8815 South Tacoma Way, Suite 202
Lakewood, WA 98499
Phone: 253-798-6916
Hours: Mon.-Fri., 8 a.m.-4:30 p.m.
Application Checklist

Please provide the following:

____ 1. Balance sheet and income statement and/or tax returns for your business’ last three years.
____ 2. Interim financial statement, current within six months.
____ 3. Projection of current year’s income and expenses if property has been acquired within last two years.
____ 5. Aging of accounts receivable and payable, of same date as interim statement.*
____ 6. Schedule of fixed obligations not outlined on financial statement.*
____ 7. Personal financial statement on business principal(s).*
____ 8. Copy of the current tax assessment and/or appraisal for the multi-family building/complex.
____ 10. Copy of borrowing authority (if applicable): Articles in incorporation, certificate of partnership or LLC formation detailing who is authorized to sign for the business entity.
____ 11. Copy of project evaluation from Environmental Services or itemized description of project.
____ 12. Copy of current property insurance coverage and/or insurance agent and phone number. City of Tacoma will need to be listed as “Additional Insured” on your insurance policy if loan is approved.
____ 13. $250.00 deposit check (made payable to Community Development Corporation).

*A form is enclosed for your convenience.
Submit application to: Community Development Corporation
Attention: Conservation Loans
P.O. Box 11349
Tacoma, WA  98411-0349
FAX: 253-798-6389

If you have questions regarding the required documents, please call
Community Development Corporation Loan Officer at 253-798-6916.
Loan Application

Company Information

Legal name (under which tax returns are filed)

Company (or DBA Name)

Project address

Mailing address (if different)

Briefly describe your product/service

Business phone number

Federal tax ID number

Date business established

Current owner(s) since:

Type of ownership:

- Sole proprietor
- Corporation
- LLC
- Partnership
- Nonprofit
- Other

Type of ownership:

Project address

City

State

ZIP

Business phone number

Current owner(s) since:

Briefly describe your product/service

Primary Business Accounts (you may use additional paper if necessary)

Bank name and branch

Account number

Phone number

Bank name and branch

Account number

Phone number

Bank name and branch

Account number

Phone number

Accountant:

Phone number: ( )

Insurance agent:

Phone number: ( )

Attorney:

Phone number: ( )

Owner/Principal(s) Information

Name

Title

% of ownership

Name

Title

% of ownership

Name

Title

% of ownership

Name

Title

% of ownership

Name

Title

% of ownership

Name

Title

% of ownership

Are you or your business involved in any pending lawsuit? ___ Yes ___ No

Have any owners/officers been involved in a bankruptcy? ___ Yes ___ No

Do you or your business have any past due taxes? ___ Yes ___ No

If you answered yes to any of the questions above, please attach a detailed explanation on a separate sheet.
**Accounts Receivable & Payable Aging**

<table>
<thead>
<tr>
<th>Account title</th>
<th>0 - 30 days</th>
<th>30 - 60 days</th>
<th>60 - 90 days</th>
<th>90+ days</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td></td>
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</tr>
<tr>
<td>Taxes payable</td>
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<tr>
<td>Accrued payroll</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Accounts receivable</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Note: Totals should agree with interim financial statement.

(Please provide an explanation of accounts more than 90 days old.)

**Schedule of Fixed Obligations**

<table>
<thead>
<tr>
<th>Payable to</th>
<th>Original amount</th>
<th>Origination date</th>
<th>Date</th>
<th>Maturity balance</th>
<th>Present payment</th>
<th>Monthly rate</th>
<th>Interest security</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

**TOTALS** (Present balances & monthly payments) $ _____________ $ _____________

**Credit Request Information**

Amount requested: $ _____________

**Agreement and Personal Guaranty**

The Signer(s) certifies that he/she is authorized to execute this application for the business named above and that all information and documents submitted, including federal income tax returns (if applicable), are true, correct, and complete. The Signer(s) authorizes Pierce County Department of Community and Economic Development and City of Tacoma Environmental Services ("Lender") to obtain consumer and/or business reports. The Signer(s) further agrees to notify Lender promptly of any material change in any such information. The Signer(s) further authorizes the Lender to obtain balance and payoff information on all accounts requiring payoff as a condition of granting credit. If the company is a corporation, all owners must sign and include their corporate title. The Signer(s) understands and agrees that this application is subject to final credit approval.

Signer | Title | Date
--- | --- | ---
Signer | Title | Date
Signer | Title | Date
Environmental Questionnaire and Disclosure Statement

Applicant: 

Project address: 

Address City State Zip

The purpose of this questionnaire is to provide information about the past and present ownership and uses of the real property upon which lender will rely in deciding whether to extend credit. Please respond fully to all questions, including supporting documentary evidence where appropriate. If unable to answer, please respond "unknown." If space is inadequate to answer, please attach additional pages as needed. If applicant has an interest (leasehold or fee interest) and conducts business at multiple locations, a separate disclosure statement should be supplied for each location.

1. The present and previous owner(s) of the property:

2. The present and previous occupants(s) of the property:

3. Date of last transfer of ownership (If a pre-acquisition site assessment or environmental audit was required, include a copy of the report.)

4. The present, proposed and previous use(s) of the property:

5. Has the real property or any adjacent property ever been used for industrial, manufacturing, refining, processing, landfill or agricultural purposes? If so, please describe.

6. If buildings or improvements on premises were constructed before 1978, was asbestos used for insulation or other purposes?

7. If any asbestos tests or surveys have been performed on site, please attach copies of results.
8. Are electrical transformers, switches, capacitors or other comparable devices on or adjacent to the premises? If so, have they been inspected for the presence of PCBs or other hazardous toxic substances? If inspection reports have been made, include copies.

9. If there have been any leaks, spills or fires on site involving PCB electrical equipment, please describe. If so, indicate the number of tanks and the contents and age of each tank.

10. Are there now, have there ever been, or is there proposed, to be underground storage tanks located on or adjacent to the site? If so, indicate the number of tanks and the contents and age of each tank.

11. Have any of the following measures been provided for the underground tanks and their associated piping?
   - Integrity testing
   - Leak detection system
   - Secondary containment
   - Cathodic protection
   - Inventory reconciliation
   - Overfill spill protection
   - Other (please describe)

   Has a leak or a potential leak ever been detected in these tanks?

12. Are there any pipelines above or below ground on site now or proposed to be used to transfer chemicals? If so, please describe.

13. Have the pipelines been inspected or tested for leaks? If so, please indicate results.

14. Are there chemicals and wastes currently stored on site? Have they been stored in the past or are they proposed to be stored on site? If so, check all applicable categories of storage methods:
   - Integrity testing
   - Drums
   - Pits
   - Surface impoundments/ponds/lagoons
   - Containers
   - Sumps
   - Above-ground tanks
   - Waste piles

15. If there are disposal facilities or dumpsites, storage or use of hazardous waste/toxic materials, adjacent to the property, please describe.

16. Does your business use chemicals or substances that require permits or licenses to own, use or remove from the property?
   a) If so, please attach copies of such.
   b) Are you presently in compliance with all regulations for continued use of such permits and licenses?
17. Are there any past, current or pending regulatory actions against you or the subject property by federal, state or local environmental agencies alleging non-compliance with regulations? If so, please describe.

18. Are there any past, current or pending lawsuits or administrative proceedings naming the facility for alleged environmental damages? If so, please describe.

19. If the facility or any nearby property has ever been listed, proposed or investigated as a federal or state Superfund site, please describe.

20. If the facility has ever been involved in site investigations, cleanup actions, corrective action programs or other regulatory requirements regarding potential or known contamination on site, please describe.

21. Have there been or is there physical evidence of any spills, leaks, or other releases of any toxic/hazardous chemicals/substances on the property or adjacent property?

I am familiar with the real property described in this questionnaire. By signing below, I represent and warrant to City of Tacoma Environmental Services that the answers to the above questions are complete and accurate to the best of my knowledge. I also understand that Tacoma Sewer Utility will rely on the completeness and accuracy of my answers in assessing any environmental risks associated with the property.

Business name __________________________________________
Name ________________________________________________
Signature ____________________________________________
Title ________________________________________________
Date _________________________________________________
# Personal Financial Statement

<table>
<thead>
<tr>
<th>Complete name:</th>
<th>Work phone:</th>
<th>Home phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business name &amp; address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouse name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spouse employed by:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash in checking account</td>
<td>$__________</td>
</tr>
<tr>
<td>Cash in savings account</td>
<td>$__________</td>
</tr>
<tr>
<td>IRA or other retirement accounts</td>
<td>$__________</td>
</tr>
<tr>
<td>Stocks or bonds (including Series E Bonds)</td>
<td>$__________</td>
</tr>
<tr>
<td>Real estate</td>
<td>$__________</td>
</tr>
<tr>
<td>Automobiles: Make, model and year:</td>
<td>$__________</td>
</tr>
<tr>
<td>Other personal property (Please describe on the reverse side)</td>
<td>$__________</td>
</tr>
</tbody>
</table>

## Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit cards (please list on the reverse)</td>
<td></td>
</tr>
<tr>
<td>Notes payable to banks (please list on the reverse)</td>
<td></td>
</tr>
<tr>
<td>Automobile loans (please list on the reverse)</td>
<td></td>
</tr>
<tr>
<td>Real estate loans (please list on the reverse)</td>
<td></td>
</tr>
<tr>
<td>Unpaid taxes</td>
<td></td>
</tr>
<tr>
<td>Unpaid collections or judgments (please list on the reverse)</td>
<td></td>
</tr>
</tbody>
</table>

## Total Assets

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$__________</td>
</tr>
</tbody>
</table>

## Total Liabilities

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$__________</td>
</tr>
</tbody>
</table>

## Sources of Income

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Name and Address of Employer/Source of Income</th>
<th>Amount of Income Received Each Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td></td>
<td>$__________________</td>
</tr>
<tr>
<td>Investment or real estate income</td>
<td></td>
<td>$__________________</td>
</tr>
<tr>
<td>Other sources - (Please describe in detail)</td>
<td></td>
<td>$__________________</td>
</tr>
</tbody>
</table>
### PERSONAL PROPERTY

<table>
<thead>
<tr>
<th>Description of Personal Property</th>
<th>Estimated Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CREDIT CARD DEBT

<table>
<thead>
<tr>
<th>Name of Credit Card</th>
<th>Total Outstanding Balance</th>
<th>Monthly Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### AUTOMOBILE AND OTHER DEBS

<table>
<thead>
<tr>
<th>Bank or Finance Co. Name &amp; Address</th>
<th>What did you purchase with this loan?</th>
<th>Total Outstanding Balance</th>
<th>Monthly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REAL ESTATE SCHEDULE

<table>
<thead>
<tr>
<th>Address of Property</th>
<th>Original Purchase Price</th>
<th>Current Value</th>
<th>Mortgage Company</th>
<th>Current Balance</th>
<th>Monthly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td></td>
<td>$</td>
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<tr>
<td></td>
<td>$</td>
<td>$</td>
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<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Please describe any unpaid judgments or collections: __________________________________________

Your signature below certifies that the information in this financial statement is accurate. By signing below, you also grant the Community Development Corporation and City of Tacoma Environmental Services permission to verify information on this form (a photocopied signature is acceptable permission) and to obtain a credit report on you.

Signature ___________________________ Date ____________

Signature ___________________________ Date ____________