



City of Annapolis

Finance Office
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Finance@annapolis.gov • 410-263-7952 • 410-263-7953 • Fax 410-263-7529 • TDD 410-263-7943 • www.annapolis.gov

Sprinkler and Electrical Cost Assistance Program

The City of Annapolis' Sprinkler and Electrical Cost Assistance Program guidelines are outlined below under City Code Section [17.20.160](#).

A. Purpose

The Director of Finance shall establish and maintain a Sprinkler Assistance Revolving Fund and an Electrical Assistance Revolving Fund and necessary procedures for the purpose of encouraging the installation of sprinklers and upgrading of electrical systems in older buildings so as to increase the safety of residents and to minimize damage resulting from fire and to allow greater utilization of currently vacant or underutilized space. The Sprinkler Assistance Revolving Fund will operate by making low cost loans to developers or property owners of older buildings that do not currently have sprinkler systems installed at the time of application. The Electrical Assistance Revolving Fund will operate by making low cost loans to developers or property owners of older buildings in the Historic District that do not currently have modern electrical systems installed at the time of application.

B. Financing of revolving fund

Through the normal City budgeting and amendment process, funds are authorized to be allocated to the Assistance Revolving Funds from the General Fund. Funds may be made available for eligible purposes during any budget year. As loans are repaid back into the respective funds, those amounts become available for new loans. At no time may the total outstanding balance of all loans exceed the total amounts made available in the budget process.

C. Interest rate

The interest rate to be charged to the borrower is to be one percent per annum unless otherwise established by resolution of the City Council.

D. Eligibility

Loans may only be made to developers or owners for the rehabilitation of existing commercial or residential buildings. Further, loans may only be made where such loans are part of a funding package that will result in the affected building being fully sprinkled consistent with [Chapter 17.20](#) and/or being fully brought into compliance with electrical requirements in [Chapter 17.16](#). Loans may not be made for new buildings. Eligible costs that may be funded with the loan proceeds are limited to the installation of sprinklers, including labor and materials, and hook-up to the City water supply for the Sprinkler Assistance Revolving Fund.

E. Loan approval

Applications that are complete and meet all appropriate requirements may be approved by the Director of Finance on a first come, first served basis. If the loans requested in complete applications in hand exceed the amount available for new loans, the applications shall be ranked by age of building, location of building, historical significance, and other relevant factors as determined by the Director of Finance. A loan may be recalled by the Director of Finance if the Chief of the Fire Department and/or the Director of Planning and Zoning find that any element of the rehabilitation of the building for which a sprinkler or electrical loan is requested is not in compliance with applicable provisions of the City Code.

F. Loan disbursement

Upon issuance of the building permit by the Department of Planning and Zoning, the Director of Finance may disburse the funds for the approved loan to the borrower. The borrower must request disbursement of the loan within one year of notification of loan approval unless the Chief of the Fire Department and/or the Director of Planning and Zoning find that the delay in the borrower's request for disbursement is not due to factors under the borrower's control.

G. Repayment

Repayment of the loan by the borrower will be made on a monthly basis according to terms and procedures established by the Director of Finance. A loan period may not exceed five years from the date the funds are disbursed to the borrower. However, if the property for which the loan is made is sold within the loan period, then the outstanding balance of the loan on the date of sale must be repaid within thirty days. The amount of the outstanding balance of the loan shall be secured by a lien placed upon the property and shall be collected and enforced in the same manner as real property taxes.

Revised 05/03/2019



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Application for Sprinkler and Electrical Cost Assistance Program

The Sprinkler and Electrical Cost Assistance Program requires the following information (please attach as additional pages):

- Description of the work to be done.
- Bid estimate for the installation of a fire suppression system or electrical system that meets City code requirements.
- Written consent from the property owner if the applicant is a tenant.
- Signed Consent Form (following application).

Name of Applicant: _____

Address of Property: _____

Contact Person: _____

Address of Contact Person: _____

Daytime phone number _____ Fax number _____

Email address _____

Property Tax I.D. _____

Amount of request \$ _____

Status of property ownership (check one):

Sole Ownership

Corporation, Partnership or Trust

Lessee



Consent Form for Sprinkler and Electrical Cost Assistance Program

Name of Applicant: _____

Address of Property: _____

Property Tax I.D. _____

I would like to participate in the City of Annapolis' Sprinkler Cost Assistance Program and agree to adhere to the programs guidelines as outlined below under City Code Section [17.20.160](#).

[17.20.160](#) Sprinkler and Electrical Assistance Revolving Fund.

- A. Purpose. The Director of Finance shall establish and maintain a Sprinkler Assistance Revolving Fund and an Electrical Assistance Revolving Fund and necessary procedures for the purpose of encouraging the installation of sprinklers and upgrading of electrical systems in older buildings so as to increase the safety of residents and to minimize damage resulting from fire and to allow greater utilization of currently vacant or underutilized space. The Sprinkler Assistance Revolving Fund will operate by making low cost loans to developers or property owners of older buildings that do not currently have sprinkler systems installed at the time of application. The Electrical Assistance Revolving Fund will operate by making low cost loans to developers or property owners of older buildings in the Historic District that do not currently have modern electrical systems installed at the time of application.
- B. Financing of Revolving Fund. Through the normal City budgeting and amendment process, funds are authorized to be allocated to the Assistance Revolving Funds from the General Fund. Funds may be made available for eligible purposes during any budget year. As loans are repaid back into the respective funds, those amounts become available for new loans. At no time may the total outstanding balance of all loans exceed the total amounts made available in the budget process.
- C. Interest Rate. The interest rate to be charged to the borrower is to be one percent per annum unless otherwise established by resolution of the City Council.
- D. Eligibility. Loans may only be made to developers or owners for the rehabilitation of existing commercial or residential buildings. Further, loans may only be made where such loans are part of a funding package that will result in the affected building being fully sprinkled consistent with [Chapter 17.20](#) and/or being fully brought into compliance with electrical requirements in [Chapter 17.16](#). Loans may not be made for new buildings. Eligible costs that may be funded with the loan proceeds are limited to the installation of electrical systems in the Historic District for the Electrical Assistance Revolving Fund, and installation of sprinklers, including labor and materials, and hook-up to the City water supply for the Sprinkler Assistance Revolving Fund.
- E. Loan Approval. Applications that are complete and meet all appropriate requirements may be approved by the Director of Finance on a first come, first served basis. If the loans requested in complete applications in hand exceed the amount available for new loans, the applications shall be ranked by age of building, location of building, historical significance, and other relevant factors as determined by the Director of Finance. A loan may be recalled

by the Director of Finance if the Chief of the Fire Department and/or the Director of Planning and Zoning find that any element of the rehabilitation of the building for which a sprinkler or electrical loan is requested is not in compliance with applicable provisions of the City Code.

- F. Loan Disbursement. Upon issuance of the building permit by the Department of Planning and Zoning, the Director of Finance may disburse the funds for the approved loan to the borrower. The borrower must request disbursement of the loan within one year of notification of loan approval unless the Chief of the Fire Department and/or the Director of Planning and Zoning find that the delay in the borrower's request for disbursement is not due to factors under the borrower's control.
- G. Repayment. Repayment of the loan by the borrower will be made on a monthly basis according to terms and procedures established by the Director of Finance. A loan period may not exceed five years from the date the funds are disbursed to the borrower. However, if the property for which the loan is made is sold within the loan period, then the outstanding balance of the loan on the date of sale must be repaid within thirty days. The amount of the outstanding balance of the loan shall be secured by a lien placed upon the property and shall be collected and enforced in the same manner as real property taxes.

I understand that the proceeds issued under this program are to be used only at the above referenced property.

I certify that the information presented in this application and in all attachments are true and complete to the best of my knowledge.

Name (print) _____

Signature _____ Date _____



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Sprinkler and Electrical Loan Application

Borrower:

Name: _____

Address: _____

Phone (cell/home/work): _____

Name: _____

Address: _____

Phone (cell/home/work): _____

Loan:

Amount Sought: _____

Repayment Plan Sought: _____

The undersigned certifies that, to the best of his and/or her knowledge, information and belief, all of the statements contained in this Sprinkler Loan Application and in any accompanying statements and documents is true, complete, and correct. The undersigned authorizes the City of Annapolis to contact any banks, credit reporting companies and all other persons and entities it deems necessary without further notice and without further consent if necessary in the consideration of this Sprinkler Loan Application.

Applicant Name (print) _____

Applicant Signature _____ Date _____

Applicant Name (print) _____

Applicant Signature _____ Date _____



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Business Loan Application

Date: _____

BUSINESS INFORMATION

Business Name: _____

Address: _____

Telephone Number: _____ Tax I.D.: _____

Individual Name(s): _____

Address: _____

Telephone Number: _____ Social Security #: _____ Date of Birth #: _____

- | | | |
|----------------|-------------|---------------|
| Proprietorship | Partnership | Sub-Chapter S |
| Non-Profit | Corporation | Individual |
| LLC | | |

Ownership Distribution: (List stockholders, partners, owner names)

Note: Attach separate sheet if additional space is needed.

Name: _____ Title: _____ # of Years: _____ % _____ SS#: _____

Name: _____ Title: _____ # of Years: _____ % _____ SS#: _____

Name: _____ Title: _____ # of Years: _____ % _____ SS#: _____

Name: _____ Title: _____ # of Years: _____ % _____ SS#: _____

Name: _____ Title: _____ # of Years: _____ % _____ SS#: _____

Nature of Business: _____ Year Established: _____ Number of Employees: _____

Years at Present Location: _____ Own _____ Lease _____

Accountant: _____ Telephone Number: _____

Insurance Agent: _____ Telephone Number: _____

Attorney: _____ Telephone Number: _____

LOAN REQUEST

Amount of Loan Requested: _____

Requested Term of Loan: _____

Specific Loan Purpose (Check all that apply)

Working Capital

Finance Purchase of Inventory

Finance Purchase of Equipment

Finance Purchase of Real Estate

Finance Purchase of Business

Refinance Existing Loan or Debts

Other (State type of loan required and loan purpose)

BUSINESS BACKGROUND INFORMATION

Please provide a brief history of your business, future plans and projections, and describe your products and/or services and competition.

PERSONAL BUSINESS EXPERIENCE

If you have been in your present business for under five years, please describe your previous business experience. (Include business background, management experience, and training, or include a resume.)

MISCELLANEOUS INFORMATION

Are tax liabilities current?	Yes	No	Settled through _____
Has the business or principal owner ever declared bankruptcy? If yes, provide details on a separate sheet.	Yes	No	
Is the business a defendant in any lawsuit? If yes, provide details on a separate sheet.	Yes	No	
Is the property encumbered by any liens or attachments of any type?	Yes	No	
What	By whom	Amount \$	
What	By whom	Amount \$	
What	By whom	Amount \$	

CERTIFICATION

The undersigned certifies that, to the best of his or her knowledge and belief, all information contained in this loan application and in the accompanying statements and documents is true, complete, and correct. The undersigned agrees to notify the City immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the bank for the costs, if any, of surveys, title or mortgage examinations, appraisals, etc., performed by non-City personnel with the consent of the applicant. The undersigned authorizes the City to contact any bank and trade creditors it deems necessary without further notice, including, but not limited to, Dunn & Bradstreet reports or information from Experian Credit Data.

Business Name (print): _____

Applicant Signature: _____ Date _____

Applicant Title: _____

BUSINESS LOAN APPLICATION CHECKLIST

Please be sure all of the following documentation has been included in order for your business loan application to be processed.

Business Loan Application

Organizational Papers (Articles, dba papers, etc.)

Other: _____