

**City of Pampa – Residential Housing Incentive Program – Application**

Name of Business: \_\_\_\_\_

Tax Identification #: \_\_\_\_\_ Business NAICS #: \_\_\_\_\_

Business Organization Type:  Sole Proprietor       Partnership       Corporation or LLC

How Long in Business: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Is the property currently insured?  Yes       No      *(Please attach proof if “Yes”)*

Business Phone: \_\_\_\_\_

Name(s) of all Owners, Partners, Members, Principals and/or Directors: \_\_\_\_\_

List any DBA's or assumed names (personally and business) of all Owners, Partners, Members, Principals and/or Directors: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact's Email: \_\_\_\_\_

Contact's Cell Number: \_\_\_\_\_

Description of Primary Business: \_\_\_\_\_

Current Number of Full-Time Employees: \_\_\_\_\_

Current Number of Part-Time Employees: \_\_\_\_\_

- *Please attach summary of most recent TWC quarterly filing.*

Is the business current on all local sales tax and property tax accounts?  Yes       No

- *Please attach proof if “Yes”*

Anticipated Project Start Date: \_\_\_\_\_

Anticipated Project Completion Date: \_\_\_\_\_

Please write a short description of the project(s) you plan to complete with the assistance of the City of Pampa Residential Housing Incentive Program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Total Project Costs: \$ \_\_\_\_\_

I certify the information contained in this application (including all exhibits and addendum) to be true and correct to the best of my knowledge. I understand that the City may require submission of other documents as part of this application, including, but not limited to professional estimates or quotes, business balance sheet, business and/or personal financial statements, business plan, or any other information and documentation the City deems necessary, and I agree to provide any requested document or piece of information.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*CONFIDENTIAL\*\***

This document is confidential information, protected by Chapter 551.087 of the Texas Government Code (business prospect negotiations). This application and all attachments will be kept confidential until an agreement between the City of Pampa and the prospect is signed by both parties.

Please Return Completed Application To:

The City of Pampa  
Attn: Barbara Stucker  
P.O. Box 2499, Pampa, Texas 79066  
(806) 669-5750  
bstucker@cityofpampa.org

Attachments:

- Small Business Incentive Program Checklist
- Authorization Form for Consumer Reports
- Reference Sheet

Internal: Date and Time Received

Date: \_\_\_\_\_

Time: \_\_\_\_\_ a.m. or p.m.

Staff Signature: \_\_\_\_\_

## **City of Pampa – Residential Housing Incentive Program – Checklist**

Please complete the following list of forms for further consideration. If you do not have the form or if you have questions about any of the content, please contact Barbara Stucker at (806) 669-5750 or [bstucker@cityofpampa.org](mailto:bstucker@cityofpampa.org)

- \_\_\_\_\_ Residential Housing Incentive Program Application
- \_\_\_\_\_ Authorization Form for Consumer Reports (Form Enclosed)
  - The City requires each applicant submit to a background and criminal/civil history check
  - The City will obtain a credit report
- \_\_\_\_\_ Personal/Business Financial Statements for the Last Two (2) Years
- \_\_\_\_\_ Prior Two (2) Years Tax Returns Showing Business Income
- \_\_\_\_\_ Current Employee Count (Attach Summary of Most Recent TWC Filing)
- \_\_\_\_\_ Reference Sheet
  - Please provide two personal, business, and banking references each
- \_\_\_\_\_ Proof of Ownership of location of Project
- \_\_\_\_\_ Plans and Drawings
  - Please include plans, drawings and/or detailed description. You MUST include CURRENT photos of the property in your application, including all areas you plan on improving.
- \_\_\_\_\_ Cost Estimates
  - An itemized cost analysis including materials, permits, rented equipment, and related costs.

**City of Pampa – Residential Housing Incentive Program**

**Authorization Form for Consumer Reports**

Applicant's Name: \_\_\_\_\_  
Personal Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Driver's License #/State: \_\_\_\_\_  
Tax ID #: \_\_\_\_\_  
DBA(s): \_\_\_\_\_  
Other/Former Names: \_\_\_\_\_  
Date: \_\_\_\_\_

In connection with application for incentives with the City of Pampa, I understand that an agent or employee of the City of Pampa may obtain a consumer report or investigative consumer reports about me, which may contain driving records, court records, criminal records, academic records, professional license records, employment history and credit reports. An authorized person may also interview past employers, employees, or other personal or professional contacts to obtain information about my professional conduct, character, general reputation, personal characteristics, and job performance. Further, I understand that information from various Federal, State, local and other agencies which contain my past activities may be requested.

By signing below, I hereby authorize without reservation, any party or agency contacted by the City of Pampa to furnish the above-mentioned information. I further authorize ongoing procurement of the above-mentioned reports at any time during the application process. I also agree that a fax or photocopy of this authorization with my signature be accepted with the same authority as the original.

I understand that I may submit a written request within a reasonable period to receive information obtained about me in a consumer or investigative report conducted or obtained by City of Pampa. I will be required to show proper identification and pay any legally permissible fees prior to having those reports released to me.

I hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish the City of Pampa with all background information in their possession regarding me, in order that my application may be evaluated.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## City of Pampa – Residential Housing Incentive Program – References

### ***Personal References:***

|              |                  |
|--------------|------------------|
| Name: _____  | Address: _____   |
| City: _____  | State/Zip: _____ |
| Phone: _____ | Email: _____     |

|              |                  |
|--------------|------------------|
| Name: _____  | Address: _____   |
| City: _____  | State/Zip: _____ |
| Phone: _____ | Email: _____     |

### ***Business (Vendor or Client) References:***

|              |                  |
|--------------|------------------|
| Name: _____  | Address: _____   |
| City: _____  | State/Zip: _____ |
| Phone: _____ | Email: _____     |

|              |                  |
|--------------|------------------|
| Name: _____  | Address: _____   |
| City: _____  | State/Zip: _____ |
| Phone: _____ | Email: _____     |

### ***Banking References:***

|              |                  |
|--------------|------------------|
| Name: _____  | Address: _____   |
| City: _____  | State/Zip: _____ |
| Phone: _____ | Email: _____     |

|              |                  |
|--------------|------------------|
| Name: _____  | Address: _____   |
| City: _____  | State/Zip: _____ |
| Phone: _____ | Email: _____     |