

# Business Infrastructure Incentive Grant Application Checklist



## Filling out the Application

- Ensure all sections of the application are thoroughly completed.
- Information provided in the application must clearly answer and align with all questions asked.
- If you are not ready to complete your application, press "save"
- You have 60 days to start and complete your application. Please ensure you have the following information before starting your application.



## Cost Estimates

- Gather all itemized cost estimates and include supporting documentation, including third-party estimates from:
  - Contractor
  - Engineering
  - Architect
  - And any additional estimates for your project costs



## Proof of Funding

- Provide a bank commitment letter
- If no bank commitment, must provide current financial statements (audited if possible), recent bank statements, loan documents, bank statement, P&L statements



## Entity Verification & Ownership

- If an LLC is the 100% owner, provide documentation revealing the individual members or the structure of the LLC.
  - Submit Sunbiz records verifying the legal entity.
  - Provide the annual Sunbiz Report showing the authorized signatory.



## Property Verification & Legal Description

- Provide a current legal description of the property.
- Include a Lee County Appraiser's Property Report by visiting [Leepa.org](http://Leepa.org) and selecting "Property Record Card" or "Parcel Details" for verification of legal description and ownership.



## Appraisal (if applicable)

- Attach an "as-built" bank appraisal if the project is being financed through a bank and involves new construction.

