



Town of Brookline

Massachusetts

**Department of Planning and
Community Development**

Town Hall, 3rd Floor
333 Washington Street
Brookline, MA 02445-6899
(617) 730-2130 Fax (617) 730-2442

Jeffrey R. Levine, AICP
Director

FACADE LOAN PROGRAM

The Town of Brookline façade loan program was established to encourage business owners and property owners to undertake improvements to their commercial storefronts. This program is offered through the Economic Development Division of the Planning and Community Development Department to support Brookline's commercial areas. The program's objective is to create lasting community benefits that go beyond the individual storefronts that enhances the overall streetscape and strengthens the identity of our commercial areas.

Eligible Improvements are limited to those that will be made to the exterior front or sides (facades) of buildings that impact the visual aesthetics of the property. Exterior painting, signage, awnings, lighting, windows/door replacement or modification, and building /storefront/façade restoration are eligible as well as minor landscaping.

Façade Loan Program Guidelines:

Maximum Loan Amount: \$10,000

Interest Rate: None

Loan Term: Repayment is in 4 equal installments, paid annually commencing year following loan fund disbursement

Administration Fee: 1% of loan, payable when loan is approved

Design Fee Limitation: Eligible design fees may not exceed 10% of total project costs

Security: Personal guarantees

Fund Dispersal: Once improvements are complete, applicant submits proof of expenses, and a payment request to the Economic Development Division. The Economic Development Division will arrange a site inspection to view and approve the improvements. After the project is deemed complete with no outstanding punch list items, the will Town process a check within 4 weeks.

Priority: Grants will be made on a first-come, first-served basis until budgeted funds are committed. Starting in 2012, priority will be given to those applicants that are making energy-efficiency improvements (such as windows or sealing).

Application Timeframe: Complete Applications will be approved/disapproved within 30 days of receipt.

Project Completion: Improvements must be completed within six months of Town approval of the application, unless the Town grants a written extension.

Checklist for Eligibility to Façade Loan Program:

- Program applicants must either be property owners or commercial tenants
- If the applicant is a tenant, written permission from the property owner must be provided as indicated on the application

Checklist for Façade Loan Program Application:

- Completed Façade Improvement Application with Property Owner Approval (Business Owners Only)
OR Completed Application with Title Report or Copy of Deed (Property Owners Only)
- Façade Improvement Plan including any documentation required by the Department of Planning and Community Development
- Cost Estimates from a minimum of two contractors when applicable
- Return the completed application and attachments to the Economic Development Division

Checklist for Town Façade Approval:

- Obtain Planning Board Approval by
 - a. submitting Façade Improvement Plan to the Planning Department Staff for pre-review
 - b. attend a Planning Board Sign and Façade Design meeting for review and approval
- Obtain a building permit from the Building Department, following Planning Board approval

Please contact the Economic Development Division with any questions about the Façade Loan Program.

Phone: 617-730-2050



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FAÇADE LOAN PROGRAM APPLICATION:

Name of Applicant _____

Name of Business _____

Address of Business _____

Telephone Number _____ Fax Number _____

Email Address _____

Type of Business _____ Loan Amount _____

Applicant is the Property Owner Business Owner

Property Owner's Name (if different) _____

Property Owner's Address _____

Property Owner's Signature _____

Property Owner's Telephone Number _____

Please attach a description of the scope of work and estimated budget for the façade improvement. In addition, include sign plans (including photo simulations) illustrating the proposed façade improvements.

Mail or hand deliver the completed application to: Economic Development Division, Town of Brookline, 333 Washington Street, Town Hall, Brookline, MA 02445

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number
+

or

Employer identification number
+

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.