



**Commercial Lease Subsidy
Program Application**

Community Action Development
Corporation of Bethlehem

Office Use Only: Funding Source: Private NC CIPP SPP Status: Commercial Lease Applicant

Community Action Development Corporation of Bethlehem (CADCB) is a private, nonprofit organization. All applicants are asked to supply information as required by our donors and evaluators. All information provided is voluntary and is used to determine our compliance with federal civil rights law to ensure that CADCB is inclusive of all people in our community.

DATE OF APPLICATION: ___ / ___ / ___

DEMOGRAPHIC INFORMATION

APPLICANT CONTACT INFORMATION

Name	
Home Address	
Mailing Address	
Home Phone	<input type="checkbox"/>
Cell Phone	<input type="checkbox"/>
Email Address	<input type="checkbox"/>

Gender Male Female

Date of Birth ___ / ___ / ___

Race (Please check all that apply):

- American Indian/Native Alaskan
- Native Hawaiian/Pacific Islander
- Asian
- Black/African American
- White
- Multi Race/Other

Do you have Latino ethnicity? Yes No

Do you describe yourself as an immigrant to the U.S.? Yes No

If yes, # Years in U.S. _____
Country of Origin _____

Check the best way for us to reach you. ▲

PROJECTED EMPLOYMENT AND PROJECT COSTS

1. Projected Employment – How many new employment positions do you plan to create?

Full-time: _____ Part-time: _____

2. Project Costs – How much capital (leasehold improvements, furnishings, fixtures, equipment, initial inventory etc.) do you estimate you will spend to establish this location?

\$ _____

3. Will there be any physical improvements to the newly leased commercial space (whether done by the property owner or as leasehold improvements) prior to occupancy by the applicant?



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PROPERTY INFORMATION

Property Address	Answer the questions below with "Yes" or "No."		
Property owner (s) <i>Please print the name (s) exactly as they appear on the deed</i>	Do you have any overdue or past due taxes, water/sewer bills, or other amount to the City of Bethlehem?	Yes	No
Owner's mailing address <i>if different</i>	<i>If yes, what is owed?</i>		
	<i>How much is owed?</i>		
Phone	Is the business or any owner delinquent in the payment of any municipal taxes or fees?	Yes	No
Email Address	<i>Is the business or any owner delinquent in the payment of any income tax obligation? Yes No</i>		
Square footage to be leased?	Is the business or any owner delinquent in the payment of any loans? Yes or No		
Monthly Rent?	Has the business or owner ever filed for bankruptcy? Yes or No		
Monthly Rent Subsidy ?	<i>If the answer to any of the questions above is "Yes," please provide additional comments below or on additional pages if necessary.</i>		
Does this property hold a valid certificate of occupancy? Yes or No			
<i>Please provide their names and contact information below.</i>			

Ownership (Shareholders/Partners)	% Interest	Company Officers	Position



All of the application information is complete and accurate to the best of my knowledge. I understand that services received through Community Action Development Corporation of Bethlehem (CADCB) and Community Action Committee of the Lehigh Valley (CACLV) are advisory in nature and do not guarantee business success. I release CADCB and CACLV from all liability related to the information presented in the programs.

Initial _____

FOLLOW-UP SURVEYS

From time to time, Community Action Development Corporation of Bethlehem collects follow-up information from its participants to learn more about the economic, business and employment experiences participants have experienced. I agree, as an active participant, to provide certain information to CADCB on a timely basis. If I am asked to provide confidential data, I am assured that my name will not be attached to the data and I can be confident that the information will be shared in a trustworthy manner.

Initial _____

PUBLICITY PERMISSION

I give permission to Community Action Committee of Lehigh Valley and its subsidiary, Community Action Development Corporation of Bethlehem, to use my name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of CACLV. I agree that the CACLV and CADCB have complete ownership of such pictures, etc., including the entire copyright, and may use them for any purpose consistent with either organization's mission. These uses include, but are not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, and any promotional or educational materials in any medium now known or later developed, including the internet. I acknowledge that I will not receive any compensation, etc for the use of such pictures, etc., and hereby release CACLV, CADCB and its agents and assigns from any and all claims which arise out of or are in anyway connected with such use.

Initial _____

YES, I consent

NO, I do not consent

PRIVACY POLICY

Community Action Development Corporation of Bethlehem is committed to protecting the personal information of all participants. CADCB values its relationships with participants and assigns maintaining the trust and confidence of its participants the utmost importance. In efforts to preserve a strong relationship with clients, we have outlined below our privacy policy. This privacy policy will remain in effect even after the participant's formal relationship with CADCB has ended. By signing below, you accept this privacy Policy.

Organizational Security

To ensure that the personal information of clients remains confidential, our organization requires that every staff member sign a confidentiality agreement that details not-for-disclosure client information. In addition, we take appropriate measures in our use of technology and data management to limit access to client files. CADCB, Community Action Development Corporation of Allentown (CADCA) and/or Rising Tide Community Loan Fund (RTCLF) staff members have access to these files only on a need-to-know basis, i.e. to fulfill specific job-related functions.

Information Collection

Throughout the application process we collect and consider personal information about you. Included in this information is nonpublic data on demographic, household, and economic status. CADCB collects information from: (1) Information from applications and/or other organizational documentation, (2) Information about transactions or past experiences with partnering organizations, (3) Information that you provide us with from a consumer-reporting agency.

Information Disclosure and Use

The CADCB does not disclose non public personal information to anyone, except if it is permitted and/or required by law. This is also applicable to all former participants.

Signature _____

Date _____

This form must be signed in order to receive our services.