



## **CCLBA COMMERCIAL OFFER CHECKLIST 2024**

### **Organizational Background**

- ☐ Business Description
- ☐ Number of Employees
- ☐ Jobs Created in New Space
- ☐ Other Locations
- ☐ Articles of Incorporation or equivalent
- ☐ By-laws or equivalent
- ☐ Resumes for key staff and development team members

### **If applicable/available:**

- ☐ Board of Directors list
- ☐ 501(c)3 acknowledgement letter

### **WEBSITE APPLICATION**

- ☐ Complete online application at:  
[www.cookcountylandbank.org](http://www.cookcountylandbank.org)

### **Proposed Project's Financials**

- ☐ Total Rehab Budget
- ☐ Sources and Uses Statement (if project is financed)
- ☐ Letter of interest, approval, or award letters for grants, donations, or government contracts, proof of funds for cash contributions
- ☐ Contact information for all financing sources

### **Proposed Project Information**

- ☐ Project Plan, Scope of Work, Photos, maps, or mock-up of subject property
- ☐ Project timeline
- ☐ Samples of previous similar projects

### **If applicable:**

- ☐ Letters of support from municipality, elected officials and community stakeholders

*For more information, please contact:*

**Cook County Land Bank Authority**  
(312) 603-8015  
[info@cookcountylandbank.org](mailto:info@cookcountylandbank.org)

**Cook County Land Bank Authority**  
69 W. Washington St., 31st Floor  
Chicago, IL. 60602  
[www.cookcountylandbank.org](http://www.cookcountylandbank.org)