



Dear Potential Applicant,

Thank you for your interest in the Aiken Corporation's Housing Development and Revitalization Loan Program. This program is designed to support residential construction and renovation projects that contribute to neighborhood stability and align with the character and long-term vision of the City of Aiken.

The information below outlines the application review process, approval steps, and required materials to help you prepare a complete and competitive application.

#### **Application Review Process**

All completed applications are submitted to the Aiken Corporation for initial review. Applications are reviewed for completeness to ensure that all required documentation and supporting materials have been provided.

If any information is missing or incomplete, you may be contacted and given the opportunity to submit additional materials before your application proceeds to committee review.

Should you have any questions or require additional information, please feel free to reach out to us directly at any time.

#### **Housing Committee Review**

Once an application is deemed complete, it is forwarded to the Aiken Corporation Housing Committee for evaluation. Applicants will be notified of the date and time their application will be considered by the Committee.

The Housing Committee reviews each request to determine whether the proposed project meets program eligibility requirements and aligns with the goals of the Housing Development and Revitalization Loan Program.

#### **Board of Directors Approval**

If the Housing Committee recommends approval, the application is submitted to the Aiken Corporation Board of Directors for final consideration.

The Board of Directors reserves the right to approve or deny any application based on program intent, eligibility criteria, and available funding. Requests that do not meet program requirements may be denied without further consideration. Applicants will be notified in writing once a final decision has been made.

## **Required Application Materials**

To ensure timely review, please include the following materials with your application:

- Elevation drawings and design plans for new construction projects
- Designs will be reviewed for consistency with neighborhood character and standards
- Property survey or other suitable property documentation
- Personal and/or business financial information, as requested
- A written project description and scope of work
- Detailed cost estimates for renovation or construction projects
- A complete project cost estimate broken out by category
- Any additional information requested during the review process

Incomplete applications may result in delays or may not be considered until all required materials are received.

## **Loan Process After Approval**

Once approved by the Board of Directors, you will be notified and the loan process may begin. Loan documents will be prepared, and all required closing materials must be completed prior to the disbursement of funds.

Loans are secured with a note and first mortgage. Borrowers are responsible for all closing costs associated with the loan.

## **How to Apply**

Application forms are available from the City of Aiken Municipal Building, located at:  
111 Chesterfield Street, South  
Aiken, South Carolina

Completed applications must be submitted for review by the Aiken Corporation Housing Committee.

## **Additional Information**

If you have questions regarding eligibility, application requirements, or the review process, please contact the Aiken Corporation for additional guidance.

Thank you for your interest in investing in Aiken's neighborhoods and contributing to the continued vitality of our community.

Sincerely,

Megan Pruitt  
Executive Director  
Aiken Corporation