

**STATE OF DELAWARE**  
**DRINKING WATER STATE REVOLVING FUND**  
**Source Water Protection Loan Fund**

**LAND ACQUISITION AND CONSERVATION EASEMENTS**

**APPLICATION CHECKLIST**

**ALL APPLICANTS MUST INCLUDE THE FOLLOWING:**

- Two copies of the loan application form;
- The original and two (2) copies of the site appraisal;
- A Contract of Sale/ or Conservation Easement Agreement signed by the applicant and the site owner(s);
- A completed Seller's Disclosure Form provided in the loan application package and;
- Two maps indicating the proposed site's proximity with respect to the delineated source water protection area.

**THE FOLLOWING ITEMS ARE DEPENDENT UPON THE TYPE OF WATER SYSTEM YOU ARE APPLYING UNDER**

- I. **Publicly owned** (municipal) drinking water providers must include **two copies** of each of the following:
- Audited financial statements for the three most recent fiscal years;
  - Current year budget;
  - Town Charter;
  - Most recent bond rating, if available;
  - Current and proposed user rates.
- II. **Corporate or privately owned systems** shall provide **two copies** of each of the following with the application package:
- Most recent three years audited financial statements;
  - Current year unaudited financial statements;
  - Articles of Incorporation;
  - State of Delaware business license;
  - Listing of corporate officers.
  
  - In addition, **sole-proprietorship and Chapter S corporations** must include signed IRS and State of Delaware tax filings for the last three fiscal years.
  
  - Evidence of the Internal Revenue Service tax exempt status of a nonprofit noncommunity entity must be included with the organization's application.