

Small Business Improvement Fund

Proof of Payment Documentation

Please note that it is crucial to have a paper trail when making payments to the approved contractor. The only way to ensure that you get your proper reimbursement is that you either pay the contractor by either a check, money order, cashier's check or credit card. This way we can keep track of where the payments come from. If any payments are made in cash, those payments would not be eligible for reimbursement. We will need the copies of the cancelled checks or credit card statement that reflects the payments made to the contractor for the work, copy of invoices, final waiver of liens from both general contractor and sub-contractor, and the sworn statement from the general contractor that lists all of the sub-contractors that were hired for the job along with the payments that were paid to them.

Please see the list of payment documentation required for disbursement:

- Detailed invoice for work completed
- Copy of the permit(s)
- [Final waiver of lien](#) (download and complete, if necessary)
- Copies of cancelled checks
- Pictures of the completed work

If subcontractors were involved:

- [Sworn Statement completed by the General Contractor listing all subcontractors](#) (download and complete, if necessary)
- Final waivers of lien from each subcontractor

For property owners, all real estate taxes must be paid in full prior to request for reimbursement.

For Landlords, please note that reimbursement is contingent upon a lease up requirement. The property must be at least 60% leased up – by an eligible tenant or tenants – by square footage before reimbursement can be made. Furthermore, all ground-level commercial space must be leased by an eligible tenant or tenants in order to receive reimbursement.

For Start-ups, a valid and current City of Chicago business license must be issued at the project address prior to disbursement of funds.

During this time, SomerCor will request the Department of finance to conduct a “Scofflaw” investigation to ensure that you have no debts (such as past-due water bills, parking tickets, red light tickets, past-due real estate taxes, etc.) owed to the City of Chicago. If any debts are found, these must be addressed before moving forward.

See attached templates of the final waiver of lien and sworn statement.

SWORN STATEMENT OF CONTRACTOR AND SUBCONTRACTOR TO OWNER

STATE OF ILLINOIS
 COUNTY OF COOK

The affiant, _____ (General Contractor Name), being first duly sworn, on oath deposes and says that he/she is _____ (Position) of _____ (GC Company Name), that he/she has a contract with _____, for _____ (Type of Work) on the following described premises commonly known as _____ (Street Address).

That, for the purposes of said contract, the following persons have been contracted with, and have furnished or are furnishing and preparing material for, and have done or are doing labor on said improvement. That there is due and to become due them, respectively, the amounts set opposite their names for materials or labor as stated. That this statement is a full, true and complete statement of all such persons, the amounts paid, and the amounts due or to become due to each.

SUBCONTRACTOR NAME, ADDRESS, TELEPHONE #	TYPE OF LABOR & MATERIAL TO BE FURNISHED	AMOUNT OF CONTRACT (INCLUDING EXTRAS & CREDITS)	AMOUNT PREVIOUSLY PAID TO DATE	AMOUNT OF CURRENT REQUEST	ACCUMALATIVE RETAINAGE TO DATE	BALANCE DUE
TOTAL LABOR AND MATERIALS TO COMPLETE						

DATED: _____ SIGNED _____

ADDRESS _____

Subscribed and sworn to before me this _____ Day of _____, 20____
 Notary Public