

## Minnesota Housing Fix Up Loan Program

The Fix Up Loan is Minnesota Housing home improvement loan program offering the following options:

**All terms and guidelines are subject to change at any time without notice.**

Program Features	Loan Options			
	Secured		Unsecured	
	Fix Up Loan** Secured	Exclusive Energy Conservation & Basic Accessibility	Fix Up Loan Unsecured	Available exclusively for energy conservation
Maximum Loan Amount	\$30,000	\$15,000	\$15,000	\$15,000
Minimum Loan Amount	\$2,000	\$2,000	\$2,000	\$2,000
Interest Rate	See Minnesota Housing's Website for current rate **			
APR**	5.559%	5.43%	6.074%	5.063%
Maximum Repayment Term	20 years	10 years	10 years	
Minimum Repayment Term	1 year		3 years	
Income Limit	\$141,000	N/A	\$141,000	N/A
Minimum Credit Score	620		680	
Loan To Value Ratio	110%		N/A	N/A
Debt to Income Ratio	48%		48%	

- City of Minneapolis has chosen to limit its offering of Minnesota Housing's Fix Up Loan to a maximum loan of \$30,000. This loan product is available through other lenders utilizing the program's maximum loan amount of \$50,000. Maximum amount of outstanding Fix Up Loans is \$50,000.
- All current interest rates are published on Minnesota Housing's web site at [www.minnesotahousing.gov](http://www.minnesotahousing.gov) and are contingent on many factors such as secured vs unsecured loan and lien position.
- APR amounts here are based on the following factors:
  - APR for a Secured loan is calculated based on a \$30,000 loan at 5.375% interest payable over 20 years.
  - APR for a Secured Exclusive Energy Conservation & Basic Accessibility loan is calculated based on a \$15,000 loan at 4.99% interest payable over 10 years.
  - APR for an Unsecured loan is calculated based on a \$15,000 loan at 6% interest payable over 10 years
  - APR for an Unsecured Exclusive Energy Conservation & Basic Accessibility loan is calculated based on a \$15,000 loan at 4.99% interest payable over 10 years.
- Single-family homes, condominiums and townhomes are eligible. Homes placed in a trust are not eligible.
- Sweat Equity (homeowner labor) is not eligible for loans originated with City of Minneapolis.
- Most improvements that are permanent in nature are eligible.

## Documentation Requirements

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1. Minnesota Housing Credit Application and all enclosed attachments.
2. Documentation of income from all borrowers.
  - If you are employed as a wage-earner, provide two current and consecutive payroll statements from your employer.
  - If you receive Social Security, provide the latest benefit/award letter from Social Security.
  - If you are self-employed, complete the attached Interim Financial Statement for the current year. A separate Statement must be prepared for each business.
  - If you received other income (retirement, pension, child support, alimony), provide third party verification (bank statements cannot be used to verify).
  - Two (2) most recent Federal Income Tax Returns including all forms, schedules, W-2s and 1099s from all applicants on the credit application.
3. Copy of current mortgage statement
4. Copy of current Photo ID from all borrowers on the Credit Application. Minnesota Driver's License preferred. ID number must be legible.
5. Divorce decree, all pages, if applicable.
6. Copy of bid from each contractor you intend to hire. Bids must be on contractor letterhead and must be dated within 30 days of your application otherwise you may have to get them updated prior to close.
7. If your home has been purchased within last 12 months please submit a copy of the appraisal and proof of purchase price, such as the Closing Settlement Statement.
8. **Credit Report fee: \$22.00 per individual or \$38.00 per couple. Please make check payable to City of Minneapolis. Cash is not accepted.**

### Credit Underwriting Standards

1. Minimum credit score is 620
2. Borrower(s) income may not exceed \$141,000. There is no income limit for Exclusive Energy Conservation & Basic Accessibility loans.
3. Loan-to-value may not exceed 110% of the after improved value. After improved value is calculated using current property value plus on half the project cost.
4. Monthly debt-to-income (DTI) ratio may not exceed 48% unless there is a guarantor. If a guarantor is used, borrower(s) monthly DTI may not exceed 55%. The combined monthly DTI of the borrower and guarantor may not exceed 48%.
5. Borrowers with a bankruptcy may submit application no sooner than 18 months following discharge of Chapter 7 or completion of repayment plan on Chapter 13.
6. Borrowers with a foreclosure may submit application no sooner than 18 months following the completion of the redemption period.

## How to Apply:

Applications will **NOT** be processed until **ALL** the following documents and credit report fee has been received:

1. Describe your project, (Example: roof replacement, siding, new windows, furnace replacement, kitchen remodel, an addition or other project).
2. Complete and sign the Fix up Loan Credit Application including all attached forms. Please include your check for the credit report as your application will not be processed without it.
3. Submit all required documentation with the application to the address listed below.
4. Provide contractor estimates or a list of materials for sweat equity projects (on supplier letterhead). Contractors must meet licensing requirements.
5. Staff will complete the loan process and notify you of your eligibility

**If you have any questions, or need assistance completing the application,**

**please call:** Residential Lending Team at (612) 673-5174

**email:** [owneroccupiedrehab@minneapolismn.gov](mailto:owneroccupiedrehab@minneapolismn.gov)

**Send applications to:**

**City of Minneapolis - CPED**

**Attn: Residential Lending Team**

**105 Fifth Avenue South Suite 200, Minneapolis, MN 55401-2534**

**Or by FAX 612-424-8281**



**MINNESOTA HOUSING LENDING PARTNER INFORMATION**

Minnesota Housing Lending Partner	Date of Application
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**BORROWER INFORMATION**

Last Name			First Name				MI
Social Security Number	Date of Birth	Dependents under 18	Other Dependents	<input type="checkbox"/> Yes <input type="checkbox"/> No	Household Size	Move In Date	Home Phone
Mailing Address			Mailing Address 2		City	State	Zip

**Borrower Employment**

<input type="checkbox"/> Yes <input type="checkbox"/> No Self Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No Unemployed	Length of Employment?	Business Phone	Employer Name
Address		City	State	Zip

**Co-Borrower Information** *(Repeat for all Co-Borrowers)*

Last Name			First Name				MI
Social Security Number				Date of Birth			

**Co-borrower Employment Information**

<input type="checkbox"/> Yes <input type="checkbox"/> No Self Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No Unemployed	Length of Employment?	Business Phone	Employer Name
Address		City	State	Zip

**Guarantor Information**

Last Name			First Name				MI
Mailing Address:			City	State	Zip		
Social Security Number	Business Phone	Extension	Home Phone				

**Guarantor Employment Information**

<input type="checkbox"/> Yes <input type="checkbox"/> No Self Employed	<input type="checkbox"/> Yes <input type="checkbox"/> No Unemployed	Length of Employment?	Business Phone	Employer Name
Address		City	State	Zip

**Guarantor Signature**

Guarantor Signature	Print Name	Date
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**INCOME**

Provide income verification to the Lending Partner in accordance with their underwriting requirements.

Name	Employer Name or Source Name	Annual Income
Borrower		\$
Borrower		\$
Co-Borrower		\$
Co-Borrower		\$
<b>Total Annual Household Income:</b>		<b>\$</b>

**CREDIT/DEBT INFORMATION**

**Debts:** For all Borrowers and Co-Borrowers, list all current fixed obligations (mortgage or contract for deed), alimony, child support, separate maintenance, installment accounts, revolving charge accounts, loans and debts to banks, finance companies and government agencies.

Creditor Names	Balance	Monthly Payment
		\$
		\$
		\$
		\$
		\$
If taxes and insurance are not included in payment, indicate monthly amount:		\$
<b>Total Monthly Payment:</b>		<b>\$</b>

Is the property financed with a Contract for Deed or Mortgage w/ balloon payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, date of Balloon Payment: _____	Amount of Balloon Payment: \$ _____
Do you have a reverse mortgage on the property? (If Yes, a secured loan is ineligible.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

The following questions apply to all Borrowers and Co-Borrowers. If any of the answers are "Yes", please provide a separate written explanation.	Borrower	Co-Borrower
Are there any outstanding judgments or liens against any of you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of you been declared bankrupt within the last 36 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have any of you had any property foreclosed upon or given title or deed in lieu thereof?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you obligated to pay alimony, child support or separate maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any outstanding Minnesota Housing indebtedness such as Fix Up Loan, Community Fix Up Loan, Home Energy or Revolving loans? If so, list under Credit/Debt Information or attach a separate sheet.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

PROPERTY INFORMATION				
Address		Address2		
City		County	State	Zip Code
Prior Address (If at present address less than 2 years)		City	State	Zip Code
Building Type:	<input type="checkbox"/> Single Family		<input type="checkbox"/> Duplex	<input type="checkbox"/> Condo
	<input type="checkbox"/> Townhome		<input type="checkbox"/> Fourplex	<input type="checkbox"/> Manufactured Home Real Property
	<input type="checkbox"/> Twinhome		<input type="checkbox"/> Triplex	
Purchase Price	Year Built	Date of Purchase	\$ Property Value (Estimated Market Value from Property Tax Statement)	\$ Amount (Alternate value information used by Lending Partner)
Valuation Source:				

PROJECT INFORMATION			
Contractor Name OR	Materials Only/ Homeowner Labor*	Briefly describe the proposed improvements	Amount
ABC Contracting	<input type="checkbox"/>	Example: Bathroom remodel: new sink and toilet, install ceramic tile floor	\$ 15,000
	<input type="checkbox"/>		\$
	<input type="checkbox"/>		\$
	<input type="checkbox"/>		\$
Payoff of Existing Fix Up Loan (if included in loan amount)			\$
<b>A. Total Cost of Improvements</b>			<b>\$</b>

FUNDING INFORMATION	
Other Funding Sources	Amount
Example: Home Equity Line of Credit- ABC Bank	\$ 4,000
	\$
	\$
Borrower(s) Contribution (if applicable)	\$
<b>B. Total Other Funding Sources</b>	<b>\$</b>
<b>C. Loan Amount Requested (A minus B)</b>	<b>\$</b>

**DISCLOSURES AND CERTIFICATIONS**

- Your property must be owner-occupied and a year-round permanent residence
- If the property ceases to be your principal residence or is sold, title is transferred or conveyed, or the maturity date of the Note has been reached, then the full amount of the loan will be due and payable.
- The lender or an authorized representative of the lender has the right to inspect my residence at any time from the date of the Note, upon giving reasonable notice to me.
- The information requested in this credit application is legally required to determine if you qualify for participation in this Minnesota Housing Program. A portion of the data requested is classified as “private data on individuals” under Minnesota Statutes Section 462A.065. Use of the data is limited to that necessary for the administration and management of this program by Minnesota Housing personnel, those under contract with Minnesota Housing, and other governmental agencies when authorized by state statute or federal law.
- The disclosure of your Social Security Number or Minnesota Tax Identification Number is required for participation in this Minnesota Housing Program, by virtue of the Minnesota Revenue Recapture Act of 1980 (Sections 270A.01 to 270A.12 of Minnesota Statutes) as well as Section 6050H of the Internal Revenue Code of 1986. Supplying these numbers could result in the application of your taxpayer refunds to the payment of any delinquent indebtedness you may owe to Minnesota Housing under this or any other Minnesota Housing programs. These numbers may be made available to state or federal tax authorities, and state personnel involved in the collection of state obligations.
- I/We understand that numerous local participating lenders offer these loans and that I/We may select the lender of my/our choice.
- I/We understand that I/We may select the contractor of my/our choice.
- I/We understand that Minnesota Housing is not, and will not be responsible for any work performed by any contractor, any contractor’s failure to perform any work, the quality of any work performed, or the general competency of any contractor.
- I/We certify that work will comply with all applicable building or housing code regulations and ordinances, and all necessary permits and licenses shall be obtained.
- I/We hereby authorize the release of any information necessary for the lending institution to process this application
- I/We certify that the Loan funds will be used only for the eligible improvements listed in the loan application and that the improvements will be completed within nine months from the date of this Note.

I/We certify that the statements contained in this application are true, accurate and complete to the best of my/our knowledge and belief.

Each of the undersigned hereby acknowledge that any owner of this loan, its servicers, successors and assigns, may verify or re-verify any information contained in this application or obtain any information or data relating to the loan, for any legitimate business purpose through any source, including a source named in this application or a consumer reporting agency.

**Borrower Signatures:** All owners who reside in the property and whose income and credit history are relied upon for loan repayment must sign this application.

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 Borrower Signature

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 Date of Application

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 Co-Borrower Signature

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 Date of Application

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 Co-Borrower Signature

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 Date of Application

**TRUTH-IN-LENDING (TIL) AND NMLSR ID**

Loan Originator Company Name	Loan Originator Individual Name (as name appears on NMLSR)
Loan Originator Company NMLSR ID	Loan Originator Individual NMLSR ID (if applicable)

The following information is requested for all borrowers by the federal government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing, and home mortgage disclosure law. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish the information and you have made this application in person, under federal regulations the lender is required to note ethnicity, race, and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

**Borrower:**

<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Ethnicity</b>	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
<b>Marital Status</b>	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	<b>Race (Select 1 or more)</b>	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> I do not wish to furnish this information			

**Co-Borrower:**

<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Ethnicity</b>	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
<b>Marital Status</b>	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	<b>Race (Select 1 or more)</b>	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<b>Relationship to Borrower:</b>	<input type="checkbox"/> Co-Head of Household	<input type="checkbox"/> Other Adult	
	<input type="checkbox"/> Dependent	<input type="checkbox"/> Spouse	
<input type="checkbox"/> I do not wish to furnish this information			

**Required to be completed by Lending Partner:**

This application was taken by:	<input type="checkbox"/> Face-to Face interview	<input type="checkbox"/> Mail
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Interviewer Name

Interviewer Signature

Interviewer Employer



**BORROWER NAME:** \_\_\_\_\_ **LENDER:** \_\_\_\_\_

<b>PROJECT INFORMATION</b>			
<b>Contractor Name OR</b>	<b>Materials Only/ Homeowner Labor*</b>	<b>Briefly describe the proposed improvements</b>	<b>Amount</b>
<i>ABC Contracting</i>	<input type="checkbox"/>	<i>Example: Bathroom remodel: new sink and toilet, install ceramic tile floor</i>	<i>\$ 15,000</i>
	<input type="checkbox"/>		\$
	<input type="checkbox"/>		\$
	<input type="checkbox"/>		\$
Payoff of Existing Fix Up Loan ( <i>if included in loan amount</i> )			\$
<b>A. Total Cost of Improvements</b>			<b>\$</b>

<b>FUNDING INFORMATION</b>	
<b>Other Funding Sources</b>	<b>Amount</b>
<i>Example: Home Equity Line of Credit- ABC Bank</i>	<i>\$ 4,000</i>
	\$
	\$
Borrower(s) Contribution ( <i>if applicable</i> )	\$
<b>B. Total Other Funding Sources</b>	<b>\$</b>
<b>C. Loan Amount Requested (A minus B)</b>	<b>\$</b>

<b>GENERAL INFORMATION</b>	
Is the property financed with a Contract for Deed or a mortgage with a balloon payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, date of Balloon Payment:	Amount of Balloon Payment: \$
Do you have a reverse mortgage on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any outstanding Minnesota Housing indebtedness such as Fix Up, Community Fix Up, Home Energy or Revolving loans? (if yes, please attach list)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does a person with a disability reside in the household?	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*A signed Homeowner Labor Agreement must be included if the homeowner is completing the work.

**DISCLOSURES AND CERTIFICATIONS**

- Your property must be owner-occupied and a year-round permanent residence
- If the property ceases to be your principal residence or is sold, title is transferred or conveyed, or the maturity date of the Note has been reached, then the full amount of the loan will be due and payable.
- The lender or an authorized representative of the lender has the right to inspect my residence at any time from the date of the Note, upon giving reasonable notice to me.
- The information requested in this credit application is legally required to determine if you qualify for participation in this Minnesota Housing Program. A portion of the data requested is classified as “private data on individuals” under Minnesota Statutes Section 462A.065. Use of the data is limited to that necessary for the administration and management of this program by Minnesota Housing personnel, those under contract with Minnesota Housing, and other governmental agencies when authorized by state statute or federal law.
- The disclosure of your Social Security Number or Minnesota Tax Identification Number is required for participation in this Minnesota Housing Program, by virtue of the Minnesota Revenue Recapture Act of 1980 (Sections 270A.01 to 270A.12 of Minnesota Statutes) as well as Section 6050H of the Internal Revenue Code of 1986. Supplying these numbers could result in the application of your taxpayer refunds to the payment of any delinquent indebtedness you may owe to Minnesota Housing under this or any other Minnesota Housing programs. These numbers may be made available to state or federal tax authorities, and state personnel involved in the collection of state obligations.
- I/We understand that numerous local participating lenders offer these loans and that I/We may select the lender of my/our choice.
- I/We understand that I/We may select the contractor of my/our choice.
- I/We understand that Minnesota Housing is not, and will not be responsible for any work performed by any contractor, any contractor’s failure to perform any work, the quality of any work performed, or the general competency of any contractor.
- I/We certify that work will comply with all applicable building or housing code regulations and ordinances, and all necessary permits and licenses shall be obtained.
- I/We hereby authorize the release of any information necessary for the lending institution to process this application
- I/We certify that the Loan funds will be used only for the eligible improvements listed in the loan application and that the improvements will be completed within nine months from the date of this Note.

I/We certify that the statements contained in this application are true, accurate and complete to the best of my/our knowledge and belief.

Each of the undersigned hereby acknowledge that any owner of this loan, its servicers, successors and assigns, may verify or re-verify any information contained in this application or obtain any information or data relating to the loan, for any legitimate business purpose through any source, including a source named in this application or a consumer reporting agency.

**Borrower Signatures:** All owners who reside in the property and whose income and credit history are relied upon for loan repayment must sign this addendum.

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 Borrower Signature

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 Date of Application

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 Co-Borrower Signature

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 Date of Application

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 Co-Borrower Signature

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 Date of Application

**TRUTH-IN-LENDING (TIL)**

The following information is requested for all borrowers by the federal government for certain types of loans related to a dwelling in order to monitor the lender's compliance with equal credit opportunity, fair housing, and home mortgage disclosure law. You are not required to furnish this information, but are encouraged to do so. The law provides that a lender may not discriminate on the basis of this information, or on whether you choose to furnish it. However, if you choose not to furnish the information and you have made this application in person, under federal regulations the lender is required to note ethnicity, race, and sex on the basis of visual observation or surname. If you do not wish to furnish the information, please check below.

**Borrower:**

<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Ethnicity</b>	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
<b>Marital Status</b>	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	<b>Race (Select 1 or more)</b>	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> I do not wish to furnish this information			

**Co-Borrower:**

<b>Sex</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Ethnicity</b>	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
<b>Marital Status</b>	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	<b>Race (Select 1 or more)</b>	<input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<b>Relationship to Borrower:</b>	<input type="checkbox"/> Co-Head of Household <input type="checkbox"/> Dependent	<input type="checkbox"/> Other Adult <input type="checkbox"/> Spouse	
<input type="checkbox"/> I do not wish to furnish this information			

**This addendum must be accompanied by:**

- The lender partner's industry standard credit application
- Underwriting worksheet signed by the underwriter
- Bids and estimates for all work being financed by the Fix Up Loan Program

Authorization to Release

THIS FORM MUST BE SIGNED AND RETURNED WITH THE APPLICATION

I have applied for a loan or grant through the City of Minneapolis, as part of the application process, employees of the City may verify information contained in my/our loan or grant application and in other documents required in connection with the loan. This verification process can be conducted either prior to closing or subsequent to closing, and may be performed either by employees of the City of Minneapolis or by independent third parties, as a part of the origination, processing, underwriting, closing, servicing or monitoring of the City of Minneapolis Home Improvement Program

I authorize The City of Minneapolis to provide third party contractors all information and documentation that the City believes is needed to originate process, underwrite, close, service, or monitor my loan or the program. Additionally, I authorize the City of Minneapolis to provide such information and documentation to any public agency funder of the program for which I have applied and to any investor to whom the City may sell my loan. Such information includes, but is not limited to employment history, income; bank, money market and other financial account balances; credit history; copies of income tax returns and property information.

I hereby authorize the release to the City of Minneapolis information necessary for the City of Minneapolis to process this application.

A copy of this authorization may be accepted as an original.

Your prompt reply is appreciated.

Thank you

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
XXX-XX-  
Social Security Number – last 4 digits

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

NOTE: Use a separate form for each individual who is an applicant, guarantor or other individual whose information is considered in the application. Only one person signs each form.

Authorization to Release

THIS FORM MUST BE SIGNED AND RETURNED WITH THE APPLICATION

I have applied for a loan or grant through the City of Minneapolis, as part of the application process, employees of the City may verify information contained in my/our loan or grant application and in other documents required in connection with the loan. This verification process can be conducted either prior to closing or subsequent to closing, and may be performed either by employees of the City of Minneapolis or by independent third parties, as a part of the origination, processing, underwriting, closing, servicing or monitoring of the City of Minneapolis Home Improvement Program

I authorize The City of Minneapolis to provide third party contractors all information and documentation that the City believes is needed to originate process, underwrite, close, service, or monitor my loan or the program. Additionally, I authorize the City of Minneapolis to provide such information and documentation to any public agency funder of the program for which I have applied and to any investor to whom the City may sell my loan. Such information includes, but is not limited to employment history, income; bank, money market and other financial account balances; credit history; copies of income tax returns and property information.

I hereby authorize the release to the City of Minneapolis information necessary for the City of Minneapolis to process this application.

A copy of this authorization may be accepted as an original.

Your prompt reply is appreciated.

Thank you

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
XXX-XX-  
Social Security Number – last 4 digits

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

NOTE: Use a separate form for each individual who is an applicant, guarantor or other individual whose information is considered in the application. Only one person signs each form.



Community Homeownership Impact Fund
Combined Privacy Act Notice and
Tennessee Warning for Use with
All Other Impact Fund Assistance

Impact Fund Administrator

We are committed to ensuring the privacy of individuals and/or families who have contacted us for assistance. We realize that the concerns you bring to us are highly personal in nature. We assure you that all information shared both orally and in writing will be managed within the limitations of law. Please read the disclosures and acknowledgements outlined below carefully and be aware that the required disclosures will vary depending on the type of assistance provided.

Private data requested to enable processing of your application is legally required to determine if you qualify for participation in this Minnesota Housing Finance Agency (Minnesota Housing) program and to help Minnesota Housing manage the program.

Depending on the type of assistance being provided, either grant or loan assistance, different disclosures apply.

For grant assistance, your name and address are private data. For loan assistance, your name and address are public data. Regardless of whether you receive grant or loan assistance, the amount of assistance you receive is public data.

With both grant and loan assistance, all other data we create or collect from you, including financial information, such as credit reports, financial statements and net worth calculations, are classified as private data on individuals under Minnesota Statutes sections 462A.065 and 13.462, subdivision 3. You are not required to provide this information, but if you refuse to provide it we will be unable to determine your eligibility for this program and approve your application. Both the public data and the private data will be shared with the Minnesota Housing Finance Agency (MHFA) staff whose jobs require them to see it. Where access to the data is authorized by state statute or federal law, it may be made available to others as so authorized.

Under the Privacy Act of 1974, you may refuse to provide your Social Security Number (SSN) and it will not affect your eligibility for assistance. Disclosure of your SSN for the purpose of verifying your income and credit is voluntary. However, if adequate verification of your income and credit is impossible without your SSN, we may be unable to determine your eligibility.

If you agree to allow us to create, collect and share information as described above, please indicate approval with your signature below.

Beneficiary Name

Signature

Date

Beneficiary Name

Signature

Date

TENNESSEN WARNING AND DATA PRIVACY ACT NOTICE

Fix Up Loan

THIS FORM MUST BE SIGNED AND RETURNED WITH THE APPLICATION

Private data requested to enable the processing of your application under the City of Minneapolis Rehab Support Program and Minnesota Housing Fix Up Loan is required to determine if you qualify for participation in the program described above and to help the City of Minneapolis manage the program.

Other than your name and address, all other data collected by the City to evaluate your application is classified as private data on individuals by Minnesota Statutes 13.462. You are not required to provide this information, but if you refuse to provide it, we will be unable to determine your eligibility for this program and approve your application (unless the information is specifically identified in the application materials as optional). The information will be shared with City of Minneapolis staff and contractors whose jobs require them to see it. Where access to the data is authorized by state statute or federal law, it may be made available to others as so authorized.

I have read and understand the above information regarding my rights as a subject of government data.

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Interim Business Statement

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Date Business Opened: \_\_\_\_\_

**CURRENT YEAR TO DATE**

**ACTUAL REVENUE & EXPENSES**

Beginning: January 1, 20\_\_

(If new business, list alternative start date here: \_\_\_\_\_ 20\_\_)

Through Date: \_\_\_\_\_ 20\_\_

**Actual Revenue:**

Gross Income: \$ \_\_\_\_\_

**Actual Expenses:**

Advertising \$ \_\_\_\_\_

Contract Labor \$ \_\_\_\_\_

\*Gross Wages/Employees \$ \_\_\_\_\_

\*Gross Wages/Self \$ \_\_\_\_\_

\*Employer FICA (SocSec) \$ \_\_\_\_\_

Insurance-Business \$ \_\_\_\_\_

Interest/loans & fees \$ \_\_\_\_\_

Maintenance, Repairs \$ \_\_\_\_\_

OfficeExpenses,Supplies,etc. \$ \_\_\_\_\_

Professional Fees \$ \_\_\_\_\_

Office Equipment \$ \_\_\_\_\_

Permits, Licenses \$ \_\_\_\_\_

Property Taxes \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Vehicle Expenses \$ \_\_\_\_\_

Depreciation \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

**PROJECTED REVENUE & EXPENSES**

**FOR THE UPCOMING 12 MONTHS**

Beginning Date: \_\_\_\_\_ 20\_\_

Through Date: \_\_\_\_\_ 20\_\_

**Projected Revenue:**

Gross Income: \$ \_\_\_\_\_

**Projected Expenses:**

Advertising \$ \_\_\_\_\_

Contract Labor \$ \_\_\_\_\_

\*Gross Wages/Employees \$ \_\_\_\_\_

\*Gross Wages/Self \$ \_\_\_\_\_

\*Employer FICA (SocSec) \$ \_\_\_\_\_

Insurance-Business \$ \_\_\_\_\_

Interest/loans & fees \$ \_\_\_\_\_

Maintenance, Repairs \$ \_\_\_\_\_

OfficeExpenses,Supplies,etc. \$ \_\_\_\_\_

Professional Fees \$ \_\_\_\_\_

Office Equipment \$ \_\_\_\_\_

Permits, Licenses \$ \_\_\_\_\_

Property Taxes \$ \_\_\_\_\_

Rent \$ \_\_\_\_\_

Travel \$ \_\_\_\_\_

Utilities \$ \_\_\_\_\_

Vehicle Expenses \$ \_\_\_\_\_

Depreciation \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

I certify that the information presented in this Self-Certification is true and accurate to the best of my knowledge and belief. The undersigned understands that providing false representations herein constitutes an act of fraud.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature