

Rehab Support Program

The City of Minneapolis, in collaboration with Minnesota Housing, is offering the Fix Up Loan, a Minnesota Housing loan product, with a discounted interest rate of 2% (2.144% APR) to homeowners who own and occupy their home that is located within an identified Minneapolis neighborhood listed below (see attached map).

The Rehab Support Program (RSP) offers the following:

- The minimum loan is \$2,000 – maximum loan \$30,000.
- Priority for improvements will be the correction of outstanding code orders and any mechanical, structural, and safety hazards. If no required repairs are present, permanent improvements such as, but not limited to, interior finishing/remodeling, energy conservation, accessibility, site work, building envelope, electrical, garage, HVAC, plumbing, and windows will be allowed.
- **Household Income may not exceed \$115,000.**
- Single-family homes, condominiums and townhomes are eligible. Homes placed in a trust are not eligible.
- Homeowner labor / sweat equity projects are not allowed.

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.
3. Submit all required documentation and **credit report fee** with the application to the address listed below (see reverse side for a list of required documents).
4. Staff will complete the loan process and notify you of your eligibility (see reverse side for credit underwriting standards).
5. Upon notice of your eligibility, a construction manager will schedule an inspection of the property to identify health, safety, and any outstanding code violations and/or required Truth-in-Housing repairs that have been issued by the City of Minneapolis. The construction manager will prepare a list detailing needed repairs based on this inspection which must be included in the Scope of Work. If a homeowner is unwilling to include the required repairs in their Scope of Work, they will not be eligible for the discounted 2% interest rate. They may obtain a regular Fix Up Loan at the current interest rate.
6. Provide contractor estimates or a list of materials (on supplier letterhead) for contractor installed materials. Sweat equity projects or home owner labor projects are not eligible. Contractor requirements are listed on the enclosed Homeowner's Responsibilities and Expectations.

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

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

email: owneroccupiedrehab@minneapolismn.gov

Send applications to:

City of Minneapolis - CPED

Attn: Senior Residential Loan Administrator

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

Documentation Requirements

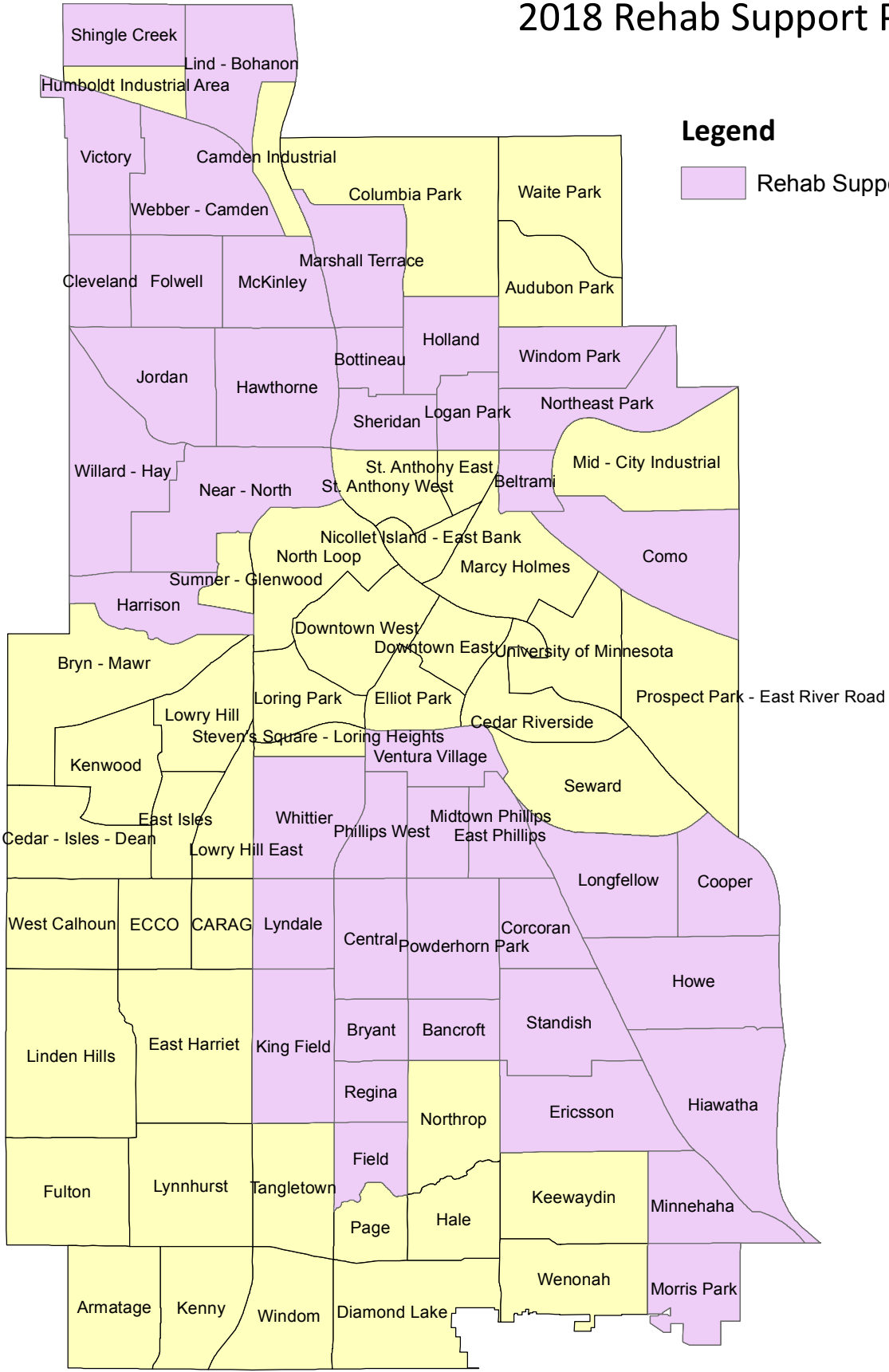
1. Minnesota Housing Credit Application and all enclosed attachments.
 - Documentation of income from all household members over the age of 18 yrs old.
 - If you are employed as a wage-earner, provide two current and consecutive payroll statements from your employer.
 - If you receive Social Security, 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.
 - Copy of current mortgage statement
2. Copy of current Photo ID from all borrowers on the Credit Application. Minnesota Driver's License preferred. ID number must be legible.
3. Divorce decree, all pages, if applicable.
4. 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.
5. If you are planning on doing some or all the work yourself, submit a detailed list of materials from a building supply retailer on their letterhead or a printout from a supplier's website. Complete the attached Homeowner Labor Agreement.
6. 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.
7. **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. Household income from all sources may not exceed \$108,500
3. Loan-to-value: up to 110% of the after improved value.
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.



City of Minneapolis 2018 Rehab Support Program



Legend

Rehab Support Neighborhoods



Rehab Support Program Guidelines

1. Program Summary:

- **Rehab Support Program** (RSP) was created to help improve Minneapolis' housing and to rebuild the housing market in neighborhoods that have experienced high levels of mortgage foreclosures or where the neighborhood has been in decline because of the aging housing stock or properties that have not been maintained. The program will be available in 43 designated neighborhoods. The program works with the Minnesota Housing Finance Agency's Community Fix Up Loan to provide low interest home improvement loans.

2. Loan terms:

- Two percent interest.
- The maximum possible maturity on a loan in an amount less than or equal to \$10,000 is 10 years.
- The maximum possible maturity for secured loans in an amount greater than \$10,000 is 20 years.
- Final maturity of the loan will be commensurate with the Borrower's ability to pay, including such considerations as debt-to-income ratio, size of household, and Annualized Gross Income.

3. Loan amount:

- Borrowers may receive up to \$30,000 at this interest rate

4. Use of funds

- Funds may be used for but not limited to the following categories:
 - Outstanding code orders and any health and safety hazards. (The Program Administrator will perform an inspection of the property to identify any health and safety repair items which must be included in the construction bids.)
 - Floor covering or refinishing
 - Kitchen remodeling
 - Bathroom remodeling
 - New siding
 - New or expanded garage, not to exceed 24 feet by 24 feet
 - Permanent functional landscaping
 - Replacement of windows and doors
 - Insulation and weather stripping
 - Addition to home
 - Central air conditioning
 - Finishing an unfinished basement or attic
 - Replacing a furnace
 - Build, repair or replace a deck and patio

5. Eligible properties:

- A single family (including a townhome or condominium) or duplex property located within eligible neighborhoods in Minneapolis. Eligible neighborhoods include the following:

Bancroft	Beltrami	Bottineau
Bryant	Central	Cleveland
Como	Cooper	Corcoran
East Phillips	Ericsson	Field
Folwell	Harrison	Hawthorne
Hiawatha	Holland	Howe
Jordan	King Field	Lind – Bohanon
Logan Park	Longfellow	Lyndale
Marshall Terrace	McKinley	Minnehaha
Morris Park	Near-North	Northeast Park
Phillips West	Powderhorn Park	Regina
Shingle Creek	Windom Park	Whittier
Sheridan	Standish	Ventura Village
Victory	Willard - Hay	Webber – Camden
Midtown Phillips		

6. Eligible borrower:

- Borrower must be a U.S. Citizen, be a legal U.S. Resident or have legal immigration status.
- The borrower’s household income may not exceed **\$115,000** (115% of the area median income) (AMI) as currently posted by Minnesota Housing Finance Agency on their website at www.mnhousing.gov. The income of the following persons must be verified and included when calculating Annualized Gross Income:
 - Anyone who will have title to the subject property and signs the Mortgage Deed.
 - Anyone expected to reside in the subject property and who will be obligated to repay the underlying mortgage loans (signs the Note) but who is not in title to the subject property; i.e. the Co-Signer (not named in title to the subject property and does not sign the Mortgage Deed).
 - The legal spouse of the mortgagor who will also reside in the subject property.

7. Combining funds:

- The borrower may obtain additional funds from another source to pay for cost that exceed the maximum loan amount.

8. Loan security

- The borrower will be required to sign a Promissory Note and Mortgage.
- The loan may be secured in a subordinate lien position behind other financing that is secured against the property.

Rehab Support Program Homeowner's Responsibilities and Expectations

Homeowners are responsible for understanding the loan process as outlined below.

A. Loan Process

1. Application

Owner completes application at home and returns it to the Senior Residential Loan Administrator along with supporting documents. The application and documentation are processed; if approved, owner receives a letter of notification or a phone call and is assigned to the construction manager. A completed application includes copies of ALL supporting documents. Your application will NOT be processed until ALL requested documents have been received. Completed applications will be processed and funded on a first come, first served basis until funds are exhausted.

2. Initial Health and Safety Inspection

Construction Manager performs initial inspection of the property to identify health, safety, and outstanding code violation and/or required Truth in Housing repairs that have been issued by City of Minneapolis Inspections. A written report will be provided noting any repairs that must be addressed as part of the scope of work.

3. Contractor Selection

Homeowner provides Construction Manager with contractor estimates that address repairs listed in the application and Construction Manager's inspection report. All work performed at the property shall be as stated in the contractor(s) bid(s) submitted with (or as a subsequent part of) the owner's application for the loan. Owner may select contractors of their choosing that meet City of Minneapolis licensing, building permit and building/housing code requirements. The contractor will be working for the owner and not the City of Minneapolis. Owner will be required to enter into a contract agreement with their contractor for the improvements. Work may be completed by the homeowner but must be approved by the Construction Manager. Contractor's estimate may also provide for a materials allowance for the homeowner to spec out material selections. Homeowner labor (sweat equity) is not eligible with this program.

4. Final Loan Approval and Loan Closing

Senior Residential Loan Administrator obtains final approval on loan file. Senior Residential Loan Administrator conducts loan closing with owner(s) and collects recording fee \$92 Mortgage filing fees payable at closing.

5. Construction

After closing, the homeowner has a 3-day rescission period. Following the rescission period, homeowner should provide the contractor with the signed contract. A check for the loan amount will be issued to the homeowner following the 3-day rescission period.

6. Fees

- o Credit Report fee: \$22.00 per individual or \$38.00 per couple payable is due by check or money order at the time of application. Cash is not accepted.
o \$92 Mortgage filing fees payable at closing by check or money order.
o \$100 fee for title search will be included in the loan amount.
o 1% origination fee up to \$300 and \$50 document prep fee may also be included in the loan amount.

I hereby acknowledge receipt of this "Homeowners Responsibilities and Expectations" and agree to comply with all program rules and regulations.

Owner Date

Owner Date

Owner Date

Owner Date

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		\$
Total Annual Household Income:		\$

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:		\$
Total Monthly Payment:		\$

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)			\$
A. Total Cost of Improvements			\$

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

 Borrower Signature

 Date of Application

 Co-Borrower Signature

 Date of Application

 Co-Borrower Signature

 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:

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	Race (Select 1 or more)	<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:

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	Race (Select 1 or more)	<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
Relationship to Borrower:	<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:** _____

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)			\$
A. Total Cost of Improvements			\$

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

GENERAL INFORMATION	
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.

 Borrower Signature

 Date of Application

 Co-Borrower Signature

 Date of Application

 Co-Borrower Signature

 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:

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	Race (Select 1 or more)	<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:

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity	<input type="checkbox"/> Hispanic or Latino Not White <input type="checkbox"/> Hispanic or Latino
Marital Status	<input type="checkbox"/> Married <input type="checkbox"/> Not Married <input type="checkbox"/> Separated	Race (Select 1 or more)	<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
Relationship to Borrower:	<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



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

Tennessee Warning and Data Privacy Act Notice

Rehab Support Program/Minnesota Housing 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 /Minnesota Housing Fix Up Loan Program 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 _____

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.

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Thank you

_____	XXX-XX-_____	_____
Print Name	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.

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