

CENTRAL NEIGHBORHOOD NRP APPLICATION

Please submit the following documents:

- Application Form (attached)
- Government Monitoring Addendum (attached)
- Data Privacy Act Statement (attached)
- Authorization to Release (attached)
- Subordination Disclosure (attached)
- IRS Form 4506-T (attached)
- Copy of a current photo ID for all applicants
- Copy of 2 most recent paystubs
- Copy of last 2 years Federal Income Tax Returns including W-2's and all schedules
- Copy of your current mortgage statement
- Copy of bid proposals for the work to be performed (2nd bid is required for all projects over \$5,000; contractors must be licensed according to Minneapolis Ordinances or state law.)
- Contractor Acknowledgement form (attached) signed by the contractor who will be performing the work
- Credit Report Fee (Revolving Loan applicants only): \$15.00 per married couple; \$15.00 per non-married borrower. Please make check or money order payable to GMHC. The fee is non-refundable.

Do not sign any contracts, purchase any sweat equity materials or start your project until a loan closing has taken place. Any project begun before the loan closing will be ineligible.

Please note that there will be no down payments. Funds will be disbursed when projects are complete and permits (if applicable) are closed.

Construction and loan consultants are available to advise and answer questions about the program and your project. For assistance call: (612) 722 – 7141

SUBMIT COMPLETED DOCUMENTS TO:

**HousingResource Center
3749 Cedar Avenue S
Minneapolis, MN 55407
(612) 722-7141**

CANDO EMERGENCY GRANT

PROGRAM GUIDELINES

Program Overview: This program is designed to help owner-occupants to make emergency repairs. Eligible work shall include repairs, replacement or new construction to address conditions that makes the house uninhabitable or dangerous to occupants. The Greater Metropolitan Housing Corporation (GMHC) administers the grants on behalf of the CANDO.

Income Limit: The program is limited to property owners at 100% AMI or less.

Eligible Properties: Properties must be homesteaded and located in the Central Neighborhood. Owner-occupied single-family homes and duplexes are eligible. Condos, townhomes and cooperatives are eligible for improvements to the portion of the property they own individually.

Definition of an Emergency: An emergency is defined as an imminent condition that makes the house uninhabitable, or imminently threatens the health/life-safety of the occupants.

Minimum NRP Grant Amount: No minimum

Maximum NRP Grant Amount: \$5,000 per property.

Income for Determining Eligibility:

<i>Family Size</i>	100% Median Family Income
1	\$ 57,700
2	\$ 65,900
3	\$ 74,100
4	\$ 82,300
5	\$ 88,900
6	\$ 95,500
7	\$ 102,100
8	\$ 108,700

Eligible Repairs: Eligible repairs will be determined through an inspection and/or analysis of the condition of the property. The GMHC construction manager will conduct the analysis to determine the severity of the situation. GMHC's decision on eligible emergency repairs will be final. Eligible emergency repairs include, but are not limited to major mechanical system failure, roof failure, foundation failure, sewer failure and/or other health/life-safety hazards.

Application Processing: Applications are to be submitted directly to GMHC's Housing Resource Center – South, 3749 Cedar Avenue South, Minneapolis, MN 55407. The applications will be processed on a first-come, first-served basis.

Underwriting Decisions: GMHC will determine applicant eligibility for the program based on the criteria stated in these Guidelines. The decision of GMHC shall be final.

Work by Owner: Work can be performed on a "sweat equity" basis. Grant funds cannot be used to compensate for labor, only for materials. Grant funds cannot be used for the purchase or rental of tools or equipment. Materials must be purchased and installed prior to the disbursement of the grant proceeds. Under unusual circumstances, a partial advance will be provided to the grantee. In either situation, a two-party check will be issued payable to both the grantee and the materials supplier. When applicable, a signed city Inspections Department permit must be obtained by the grantee.

GENERAL CONDITIONS AND PROCEDURES

1. GMHC will provide an application package with an application form and detailed instructions on what additional documents must be submitted to apply for the grant. Completed applications will be processed on a first-come first-served basis until all of the funds are committed.
2. Rehabilitation consulting is available on request from a GMHC construction manager. The construction manager can meet with the grantees to provide advice on proposed work, assist with the bidding process, and help select the successful bidder(s). Two bids are not required. However, all bids must be approved by the construction manager.
3. There are no exceptions to the maximum grant. Grants cannot exceed \$5,000.
4. Contractors contracting for work must be properly licensed by the City of Minneapolis or State of Minnesota (when required). Permits must be obtained when required by City ordinance.
5. It is the grantee's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. If the final cost exceeds the grant amount, the grantee must obtain the additional funds. The additional funds must be escrowed with GMHC or they must be paid into the project prior to the release of any grant funds.
6. Grant origination fees will be paid by the NRP budget for this program.
7. Weather permitting, all work items must be completed within 60 days of the grant closing.

8. Disbursement process:

a. Payment to the contractor (or owner) will be made after completion of the work. An inspection will be performed by the City (if a permit was required) and GMHC to verify the completion of the work.

b. The following items must be received by GMHC before the funds can be released:

- 1) Final, original invoice from contractor (or materials list from supplier);
- 2) Completion certificate(s) signed by the borrower and the contractor;
- 3) Copies of all required city permits (also indicating final inspection by City);
- 4) Final inspection (verification) by GMHC;
- 5) Evidence that owner funds have been paid to the contractor(s) (if applicable)
- 6) Lien waiver(s).

Items 1 through 5 must be provided to GMHC to begin the preparation of the check(s). Item 6 (lien waiver) must be provided before the funds will be released to the contractor(s).

c. At the grant closing, the grantee will sign a "Participation Agreement" which will summarize the conditions of the program, the amount and sources of financing for the project, and the disbursement procedures outlined above.

Low-Interest Home Improvement Revolving Loan CANDO

PROGRAM GUIDELINES

This Revolving Loan Program is designed to assist property owners in the Central Neighborhood to improve and preserve the historic Central Neighborhood housing stock by providing a low-interest loan program (3%) for interior and/or exterior repairs and improvements.

Eligible properties: Properties must be: (1) located in the Central Neighborhood; (2) single family homes or duplexes; (3) can be either owner-occupied or absentee owned (see income limit requirements). Condos, townhomes and cooperatives are also eligible for improvements to the portion of the property they own individually.

Income Limit: 150% of area median income as stated by the current HUD income schedule. A match requirement for absentee owned properties is 1:1. For example, if the improvement costs \$10,000, the owner must fund \$5,000 and NRP funds will provide \$5,000 at 3% interest.

<i>Family Size</i>	150% Median Family Income
1	\$ 86,550
2	\$ 98,850
3	\$ 111,150
4	\$ 123,450
5	\$ 133,350
6	\$ 143,250
7	\$ 153,150
8	\$ 163,050

Interest Rate: 3% simple interest.

Loan Amount: Maximum loan amount is \$35,000. A household may have more than one loan but the total amount outstanding cannot exceed \$35,000.

Loan Term: Generally, one year per \$1,000 borrowed. The maximum term will be 20 years.

Debt to Income Ratio: Applicants must have the ability to repay the loan. Property owners who have a debt to income ratio in excess of 55% will be denied loan financing.

Loan to Value Ratio: The ratio of all loans secured by the property, including the new loan, must not exceed 110% of the property value.

Eligible Improvements Include:

- a. Painting: siding, garages, trim
- b. Stucco: repair, replace existing, or install new
- c. Siding: repair, replace existing, or install new – no vinyl siding
- d. Roof: repair, replace existing, or install new
- e. Gutters: repair, replace existing, or install new
- f. Doors/Windows: repair, replace existing, or install new – no vinyl. Any replacement windows to match size and shape of original windows, with the exception of kitchen, bathroom and basement windows
- g. Garages: repair, replace existing, or install new – no vinyl siding
- h. Driveways/Parking pads: repair, replace existing, or install new
- i. Structural and foundation problems, including associated grading
- j. Safety Lighting: repair, replace existing, or install new
- k. Porches: repair or replace existing – to match original porch
- l. Retaining walls
- m. Electrical: code compliance updates
- n. Plumbing: code compliance updates
- o. Sidewalks/Steps/Railings: repair, replace existing or install new
- p. Asbestos abatement
- q. Permanent Landscaping (trees, grading, rain-gardens, sod)

Ineligible Improvements: Excluded projects include: items which could be considered luxury or recreational (such as a pool or Jacuzzi ,playground equipment), furniture, non-permanent (not built-in) appliances, alarm systems, and funds for working capital, debt service, refinancing existing debts, or work initiated prior to the loan application being received by the program administrator.

The program administrator's determination of ineligible work items shall be final. Any questions about whether an improvement is NRP eligible must be resolved by the City of Minneapolis.

General Program Conditions

1. GMHC will provide an application package with an application form and detailed instructions on what additional documents must be submitted to apply for the loan.

Completed applications will be processed on a first-come first-served basis until all of the funds are committed.

2. Work can be performed on a sweat equity basis. Loan funds cannot be used to compensate for labor, only for materials. Loan funds cannot be used for the purchase or rental of tools or equipment. The program administrator must determine that the owner has the ability to complete the work within the program time requirement. Materials must be purchased and installed prior to the disbursement of the loan proceeds. Under unusual circumstances, a partial advance will be provided to the borrower. In either situation, a two party check will be issued payable to both the borrower and materials provider. When applicable, a signed City Inspections Department permit must be obtained by the borrower.
3. Rehabilitation consulting is available on request from a GMHC construction manager. The construction manager can meet with the grantees to provide advice on proposed work, assist with the bidding process, and help select the successful bidder(s).
4. Except when labor is being performed by the borrower, the borrower must obtain at least two bids for projects that cost more than \$5,000. All bids must be approved by the construction manager. Contractors contracting for work must be properly licensed by the City of Minneapolis or State of Minnesota (when required). Permits must be obtained when required by City ordinance.
5. It is the borrower's responsibility to obtain the amount of funds necessary to finance the entire cost of the work. If the final cost exceeds the loan amount, the borrower must obtain the additional funds. The additional funds must be escrowed with GMHC or they must be paid into the project prior to the release of any loan funds.
6. For all loan programs, applicants must be current on mortgage and Hennepin County property tax payments. Applicants must have the ability to repay the loan. The program administrator's underwriting decisions are final.
7. Weather permitting, all work items must be completed within 120 days of the loan closing.
8. Loan funds will remain in the custody of the program administrator until payment for completed work.
9. Borrowers will pay all filing fees and the mortgage registration tax (if applicable). Servicing costs will be paid from Program Income. Borrowers will be required to pay fees for making late payments and/or a fee for processing and/or handling any payments that are returned to the loan servicer due to insufficient funds.
10. Disbursement process:
 - a. Payment to the contractor (or owner) will be made after completion of the work. An inspection of the work. will be performed by the City (if a permit was required) and

GMHC to verify the completion of the work.

- b. The following items must be received by GMHC before the funds can be released:
- 1) Final, original invoice from contractor (or materials list from supplier);
 - 2) Completion certificate(s) signed by the borrower and the contractor;
 - 3) Copies of all required city permits (also indicating final inspection by City);
 - 4) Final inspection (verification) by GMHC;
 - 5) Evidence that owner funds have been paid to the contractor(s) (if applicable)
 - 6) Lien waiver(s).

Items 1 through 5 must be provided to GMHC to begin the preparation of the check(s). Item 6 (lien waiver) must be provided before the funds will be released to the contractor(s).

- c. At the loan closing, the borrower will sign a Promissory Note and Mortgage in favor of the City of Minneapolis.

11. Loan origination fees will be paid by the NRP budget for this program.

INCOME & EMPLOYMENT VERIFICATION

WAGE INCOME: (Include bonus, overtime, seasonal and sporadic income)

Applicant Name	Employer Name, Address, and Phone Number	Position	Years Employed	Annual Gross Income

OTHER SOURCES OF INCOME: (ex. Social Security, child support, public assistance, alimony, pensions, military reserve, contract-for-deed, rental income, unemployment compensation, etc.)

Applicant Name	Income Source	Annual Gross Income

If you own your own business, please contact the *HousingResource* Center for further instructions.

IMPROVEMENTS

Briefly describe the proposed improvements: _____

Estimated Loan Amount: \$ _____

Who will be completing the work? Borrower Contractor

SIGNATURES

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

I/We have read and understand the Program Guidelines.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Return completed application and other required materials to:

HousingResource Center, 3749 Cedar Ave S, Minneapolis, MN 55407

For information on additional programs offered in your community, please call 612-722-7141 or visit www.gmhchousing.org

ADDENDUM TO APPLICATION

Central Neighborhood NRP

Information for Government Monitoring Purposes

The information being requested below is for determining compliance with federal 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 the information. If you choose not to furnish this information and you have made the application in person, we are required to note ethnicity, race and sex on the basis of visual observation or surname. Please check below if you choose not to furnish the information.

DATE OF APPLICATION: _____

APPLICANT	CO-APPLICANT
APPLICANT NAME:	CO-APPLICANT NAME:
<input type="checkbox"/> I do not wish to furnish this information	<input type="checkbox"/> I do not wish to furnish this information
ETHNICITY: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	ETHNICITY: (select only one) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
GENDER: <input type="checkbox"/> Female <input type="checkbox"/> Male	GENDER: <input type="checkbox"/> Female <input type="checkbox"/> Male
RACE: (select one or more) <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaska Native & Black/African American <input type="checkbox"/> Other Multi Racial	RACE: (select one or more) <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaska Native & Black/African American <input type="checkbox"/> Other Multi Racial

APPLICANT SIGNATURE

CO-APPLICANT SIGNATURE

This Section For Lender Use	
<u>Greater Metropolitan Housing Corporation</u>	
Application received by: _____ mail _____ face-to-face interview _____ telephone	
Staff Name: _____	Date _____

THIS FORM MUST BE SIGNED AND RETURNED WITH THE APPLICATION

DATA PRIVACY ACT

In accordance with Minnesota Government Data Practices Act the Greater Metropolitan Housing Corporation (GMHC) is required to inform you of your rights regarding the private data collected from you.

Private data, collected from you or from other organizations authorized by you, is used to determine your eligibility for programs administered by GMHC. The use of private data we collect is limited to that necessary for administering programs and providing our services.

You may refuse to provide the requested information. If you do not provide the requested information, you may not be eligible for specific loans, grants or services.

Unless authorized by state or federal law, other government agencies using the reported private data must also treat the information as private. You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

- 1) The right to see and obtain copies of the data maintained on you
- 2) The right to be told the contents and meaning of data
- 3) The right to contest the accuracy and completeness of the data

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 _____

THIS FORM MUST BE SIGNED AND RETURNED WITH THE APPLICATION

AUTHORIZATION TO RELEASE INFORMATION

I have applied for a loan or grant through the Greater Metropolitan Housing Corporation (GMHC), at the HousingResource Center™. As part of the application process, employees of GMHC 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 GMHC or by independent third parties, as a part of the origination, processing, underwriting, closing or quality control programs of GMHC.

I authorize you to provide to GMHC and to any investor to whom GMHC may sell my loan, to any servicer or any funder of the program for which I have applied, any and all information and documentation that they request. 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.

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

Your prompt reply is appreciated.

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.

Subordination Disclosure

City of Minneapolis

105 5th Avenue South, Suite 200
Minneapolis, MN 55401

You are receiving or have received a loan from the City of Minneapolis. This loan is being closed in the name of the City of Minneapolis (City). If at some future date, you choose to obtain a new first mortgage or other financing that uses your home as security, there are some facts you should know about your City loan that may guide your decision.

The first fact you should know is that most, if not all, lenders will want their new mortgage to have as high a lien position as possible. If your new financing is a refinance of your current first mortgage, when your first mortgage is paid off, the City's loan along with any other financing automatically moves up in lien position and the new mortgage takes the lowest lien position on the title of your property. The only way for your new mortgage lender to obtain a first lien position is to either pay off the City's lien or request and obtain the City's approval to have its loan subordinated. Subordinated means that the City signs an agreement that says it will let its lien move to a lower lien position behind the new mortgage, which allows your new mortgage to move to a higher lien position.

The City will consider each subordination request subject to the *CITY'S SUBORDINATION POLICY* in effect at the time of the request.

The City will not consider a subordination request if any of the following conditions exist:

- ◆ New financing is an open-ended line-of credit
- ◆ Violation of Owner Occupancy requirement

All loan subordinations should be approved by the City prior to the closing of the new financing. The City reserves the right to refuse any subordination request that does not meet the *CITY'S SUBORDINATION POLICY* in effect at the time of the request, or if the request is determined to not be in the City's best interest.

There is a processing/review fee charged for each subordination request.

Borrower _____

Co-Borrower _____

Date _____

Request for Transcript of Tax Return

OMB No. 1545-1872

(Rev. January 2011)

Department of the Treasury
Internal Revenue Service

▶ Request may be rejected if the form is incomplete or illegible.

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946. If you need a copy of your return, use **Form 4506, Request for Copy of Tax Return**. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (See instructions)	

4 Previous address shown on the last return filed if different from line 3 (See instructions)

5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number. The IRS has no control over what the third party does with the tax information.

GMHC Housing Resource Center - South (612) 722-7141
3749 Cedar Avenue S, Minneapolis, MN 55407

Caution. If the transcript is being mailed to a third party, ensure that you have filled in line 6 and line 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy.

6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶ 1040

a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120A, Form 1120H, Form 1120L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days

b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 30 calendar days . . .

c **Record of Account**, which is a combination of line item information and later adjustments to the account. Available for current year and 3 prior tax years. Most requests will be processed within 30 calendar days

7 **Verification of Nonfiling**, which is proof from the IRS that you **did not** file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days . . .

8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2007, filed in 2008, will not be available from the IRS until 2009. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 45 days

Caution. If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

12/31/2010

12/31/2011

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, **either** husband or wife must sign. If signed by a corporate officer, partner, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note.** For transcripts being sent to a third party, this form must be received within 120 days of signature date.

Telephone number of taxpayer on line 1a or 2a

Sign Here	Signature (see instructions)	Date
	Title (if line 1a above is a corporation, partnership, estate, or trust)	
	Spouse's signature	Date

General Instructions

Purpose of form. Use Form 4506-T to request tax return information. You can also designate a third party to receive the information. See line 5.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different RAVS teams, send your request to the team based on the address of your most recent return.

Automated transcript request. You can quickly request transcripts by using our automated self help-service tools. Please visit us at IRS.gov and click on "Order a Transcript" or call 1-800-908-9946.

Chart for individual transcripts (Form 1040 series and Form W-2)

If you filed an individual return and lived in:	Mail or fax to the "Internal Revenue Service" at:
Florida, Georgia (After June 30, 2011, send your transcript requests to Kansas City, MO)	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	RAIVS Team Stop 37106 Fresno, CA 93888 559-456-5876
Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to the "Internal Revenue Service" at:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P. O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note. If the address on Lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See Internal Revenue Code section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the Letters Testamentary authorizing an individual to act for an estate.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: **Learning about the law or the form, 10 min.;** **Preparing the form, 12 min.;** and **Copying, assembling, and sending the form to the IRS, 20 min.**

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to the Internal Revenue Service, Tax Products Coordinating Committee, SE:W-CAR:MP:T:T:SP, 1111 Constitution Ave. NW, IR-6526, Washington, DC 20224. Do not send the form to this address. Instead, see *Where to file* on this page.

A VALID CONTRACT

The HousingResource Center must have a valid written contract from the contractor(s) you choose to work on your home improvement project.

The contract must contain the following six items;

1. *Contractor's business name, business address & telephone/fax numbers.*
2. *Homeowner's name and project address.*
3. *Complete and detailed explanation of work, labor and materials.*
If materials are supplied by the homeowner, they must be noted in the contract.
4. *Costs of total work with options costs separate.*
5. *Signature of contractor and date signed.*
6. *Blank space for homeowner to sign and date.*
The homeowner should not sign the contract until closing at the HousingResource Center

Contracts that do not contain all six items, or are not legible, or do not contain enough information to determine the extent of work and materials will not be approved, they should be revised and resubmitted.

A Bid, Proposal or Estimate will be considered a valid contract if it contains all the items listed above.

Each contract you will actually use must be accompanied by a contractor signed acknowledgement. This "Contractor Acknowledgement" form is available at the HousingResource Center. Competitive or 2nd Bids, when required, do not have to have a "Contractor Acknowledgement".

Please contact the HousingResource Center for any questions on this matter.

C O N T R A C T O R A C K N O W L E D G E M E N T

1. The Housing *Resource* Center (HRC) is the administrator of a housing program that may provide (if there is a Closing as defined below) some or all of the funds to pay for the construction work, in the form of a loan or grant or rebate to;
Print Homeowner's Name: _____
Print Project Address: _____
2. The contractor as named below (and subcontractors as applicable), are currently and shall be during the time of work, in full compliance with all State and local licensing and insurance laws, and a copy of the license certificate is attached hereto.
3. All work by the contractor as named below (and subcontractors as applicable) at the above project address shall be in full compliance with all current state and local building codes, zoning codes and any other applicable laws and regulations.
4. All necessary and required State and local construction permits shall be obtained and paid for by the contractor as named below. The contractor shall not direct or request the homeowner to pull the permit. Such permits shall be properly closed-off with proof thereof submitted to the homeowner or HRC. Such proof shall be in the form of either;
 - a. The original permit card or the inspector's business card signed/initialed and dated by the authorized inspector.
 - b. Request the authorized inspector to call the Housing Resource Center 612-722-7141 and leave a message as to the status of the permit. Note each inspector must be specifically requested to call.
 - c. The closed permit appears on the local inspection department computer or in their files.
5. The Housing *Resource* Center reviews all documents, as supplied by the homeowner and contractor, for conformance to the program guidelines. If all documents are in order the homeowner can Close on the funds by signing certain documents. Unless and until there is an official Closing the project is not approved for the program. The contractor is welcome to call the HRC to find out if there was a Closing.
6. Prior to the Closing the contractor shall submit to the homeowner a Contract for Construction and this Contractor Acknowledgement form, both properly filled out and signed.
7. The Contract (bid, proposal, estimate) must clearly and legibly contain each and every of the following six items;
 - a. Contractor's business name, address, phone and fax numbers.
 - b. Homeowner's name and project address.
 - c. Complete and detailed description of all proposed work including brand name materials/equipment with models, sizes, quantities, locations and warranties.
 - d. Total contract price and separate prices for options. Clearly state if cost of building permit is or isn't included.
 - e. Dated signature of the contractor.
 - f. Blank space for dated signature of the homeowner. Note the homeowner is advised not to sign the contract until closing.
8. The Housing *Resource* Center is not a party to the Contract nor subsequent changes if any, and the ultimate responsibility for payment of work completed is by and with the homeowner.
9. No work shall start prior to the Date of Closing. All work per the Contract, including close-off of all open permits and submittal of required paperwork, shall be completed within 120 consecutive days from the Date of Closing. The contractor should obtain a signed contract from the homeowner and find out from the homeowner or HRC the date of closing, to assure all work is completed within 120 days. Also allow for the homeowners 3 day right to cancel the contract.
10. Prior to release of any program funds the contractor must complete the work per the Contract and submit for HRC approval the following original items; a) Final Invoice showing the contractor's business name and address, the homeowner's name and project address, a brief description of the work for which payment is requested and all amounts paid and due; b) A valid Lien Waiver for the same amount as the invoice; c) Permits Closed with proof submitted per item #4 above; d) Contractor's and Homeowners's signatures on the HRC Completion Certificate form provided. In addition the release of funds is contingent on the HRC construction manager certifying that they have visited the site and observed the completed work.
11. The contractor as named below and any of its agents hereby states they have not and shall not collude, conspire or connive in any manner whatsoever to;
 - a) Fix the price on the bid or contract or any element thereof.
 - b) Submit a bogus or sham bid.
 - c) Provide any unlawful incentive or advantage to any party of interest on this project.
12. Payments from program funds are for completed work and installed materials only, no funds are available for down payments. Two party checks are made out to both the contractor and homeowner, are delivered to the homeowner who is to countersign it and deliver it to the contractor.

Contractor's Business Name: _____

City/State License #: _____

As the owner or duly authorized representative of the contractor, I hereby acknowledge and understand items 1 thru 12 above.

Contractor's Signature: _____

Date: _____