

# VICTORY NEIGHBORHOOD ASSOCIATION EMERGENCY DEFERRED LOAN 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 (2<sup>nd</sup> 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: \$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: 612-588-3033**

**SUBMIT COMPLETED DOCUMENTS TO:**

**HousingResource Center  
2148 44<sup>TH</sup> AVE N  
Minneapolis, MN 55412  
612-588-3033**

**Victory Neighborhood  
Emergency Deferred Loan Program**

**Program Guidelines**

**Loan Pool**

Approximately \$9,000 will be available to income eligible Victory neighborhood property owners for eligible emergency home improvements.

**Overview**

The Victory Neighborhood Association Emergency Deferred Loan program is designed to provide financial assistance to homeowners who are in financial hardship circumstances and have a serious home repair situation that needs to be addressed such as outstanding written housing orders and/or health and safety issues for household residents if the repairs are not corrected. This financial assistance is available after all alternative assistance from the City of Minneapolis and GMHC is explored and found to be unavailable.

**Eligible Properties**

Properties must be located in the Victory neighborhood. Only homesteaded and owner occupied single family dwellings are eligible.

**Income Limits**

Borrowers must have a gross income that is at or below 50% of the current year area median income based on their family size and household income. These figures are determined by the Department of Housing and Urban Development (HUD) and are adjusted annually. When the HUD figures are adjusted, these will also change. To verify gross income, applicants must provide GMHC with two most recent pay stubs or other form of income verification. If the applicant is currently unemployed the applicant will provide unemployment benefit pay stubs or notice of lay-off.

<b><u>Family Size</u></b>	<b><u>50% Median Income (2013)</u></b>
1	\$28,850
2	\$32,950
3	\$37,050
4	\$41,150
5	\$44,450
6	\$47,750
7	\$51,050
8	\$54,350

**Maximum Loan Amount**

\$3,000 for owner occupied homesteaded single-family homes.

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**Minimum Loan Amount**

\$1,000

**Loan Term**

The deferred loan is forgiven with no payments and no interest after the five-year anniversary of the signing of the promissory note and mortgage, if the homeowners remain the owner/occupant. If the property ownership transfers within the:

- First (1<sup>st</sup>) year**, 100% of the loan must be repaid
- Second (2<sup>nd</sup>) year**, 80% of the loan must be repaid
- Third (3<sup>rd</sup>) year**, 60% of the loan must be repaid
- Fourth (4<sup>th</sup>) year**, 40% of the loan must be repaid
- Fifth (5<sup>th</sup>) year**, 20% of the loan must be repaid

After the fifth year, the loan is forgiven.

**Loan Interest Rate:** 0% interest

**Loan Security**

All deferred loans will be secured by a mortgage in favor of the City of Minneapolis.

**Loan-to-Value-Ratio**

An applicant's "loan-to-value ratio" (including existing secured debt and the amount of the proposed loan) cannot exceed 105%.

**Work by Owner:** Work cannot be performed by the owner(s)/borrower(s) on a sweat equity basis.

**Eligible improvements**

These loans can only be used for repairs or replacements that demand attention and if not repaired will lead to further problems, hardship or hazardous conditions. Priority of eligible work shall be the correction of outstanding written City of Minneapolis housing orders. The second priority for eligible work shall be other hazardous code, health or safety related conditions identified through an inspection of the property by the HousingResource Center.

**Eligible project include but are not limited to:**

<b><u>Type of Improvement</u></b>	<b><u>Repair</u></b>	<b><u>Replacement</u></b>
Basement water seepage	X	
Exterior doors and windows	X	X
Exterior steps and railings	X	X
Exterior painting	X	
Interior painting: <b>Lead abatement only</b>	X	
Garages: <b>only housing code violations</b>	X	
Heating/plumbing/electrical	X	X
Porch/ramp	X	X
Retaining walls	X	
Roof	X	X
Stucco/siding	X	X
Water/sewer service to the property	X	X

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**Ineligible Improvements**

Ineligible improvements include any upgrades, additions to the property, repairs considered to routine maintenance, repairs to garages that are not considered health and safety problems, recreational or luxury projects such as pools, sprinkler systems, playground equipment, saunas, whirlpool; funds for working capital, debt servicing, or refinancing, etc. The HousingResource Center-Northwest will make final decisions on eligible work.

**Other General Conditions and Procedures**

**Application Process**

The Victory Neighborhood Association will promote this program with the assistance of the HousingResource Center-Northwest. Applicants will be served on a first-come-first-serve basis (based on fulfilling required documentation including bids). Completed applications (including the following) must be submitted to the HousingResource Center-Northwest.

- 1.) Completed application form with a description of the proposed work and the estimated cost
- 2.) A letter describing the situation regarding the need for emergency funds
- 3.) Copy of the most recent property tax statement
- 4.) Income verification (see first page)
- 5.) Signed Data Privacy Act Statement and City of Minneapolis Subordination Agreement and Disclosure
- 6.) All bids for proposed project

**IMPORTANT NOTE: FUNDS WILL NOT BE COMMITTED TO THE HOME OWNER UNTIL THE BIDS HAVE BEEN SUBMITTED AND REVIEWED BY THE HOUSINGRESOURCE CENTER'S CONSTRUCTION MANAGER. DO NOT SIGN ANY CONTRACT OR START YOUR PROJECT UNTIL THE LOAN CLOSING HAS TAKEN PLACE. ANY PROJECT BEGUN PRIOR TO THE LOAN CLOSING WILL BE INELIGIBLE FOR PARTICIPATION IN THE VINA NRP LOAN PROGRAM.**

**Rehabilitation Counseling**

Consultants provided by the HousingResource Center-Northwest will be available to borrowers to provide advice on proposed work, assist with the bidding process and help borrowers select the successful bidder(s). Two bids must be obtained.

**Custody of Funds**

NRP loan funds will remain in the custody of GMHC until payment for completed work.

**Total Project Cost**

It is the borrowers responsibility to obtain the amount of funds necessary to finance the entire cost of all work. If the final cost exceeds the NRP loan amount, the borrower must obtain the additional funds and inform GMHC of the total cost of all the work (improvements).

**Underwriting Decision**

Loan applicant must be current on all mortgage and real estate tax payments. GMHC will determine applicant eligibility for the program base on this requirement. And other provisions as stated in these Program Guideline. The decision of GMHC will be final.

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**Loan Costs**

Loan origination fee will be paid by the Victory Neighborhood Association. Mortgage filling fees will be paid by the borrowers. Borrowers will also pay a fee for the preparation of the Mortgage Satisfaction document if the borrowers request one prior to fulfilling loan requirements.

**Contractors/Permits**

Contractors contracting for work must be properly licensed by the City of Minneapolis, Permits must be obtained by the contractor when required by city ordinance.

**Application Process Timeline**

Once a completed application has been received, GMHC will review applications and determine final eligibility. Work cannot commence until after the closing of the loan. Weather permitting; all work must be completed within 60 days of the loan closing.

**Disbursement Process**

The HousingResource Center-Northwest will make payment to the contractor only after a final inspection and approval of the work. When the work is completed, items 1-2 listed below must be submitted before an inspection will be scheduled and performed by the HousingResource Center's Construction Manager.

**The following items must be received before the funds can be released:**

- 1.) Final, original invoice from the contractor
- 2.) Completion certificate(s) signed by the borrower and the contractor
- 3.) Copies of all required city permits (including final inspection by the City)
- 4.) Final inspection verification by the HousingResource Center construction manager
- 5.) Lien waiver(s)

Items 1-3 must be provided to GMHC to begin the preparation of the check request. Item 5 must be provided before the funds will be released to any contractor.

**Program Timelines**

ViNA board approval of Program Guidelines  
Marketing begins  
First day to accept applications  
ViNA Board approval of revised Program Guidelines

August 7, 2002  
August 15, 2002  
September 9, 2002  
April 5, 2006





**ADDENDUM TO APPLICATION**

**Victory Emergency Deferred Loan**

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
<b>APPLICANT NAME:</b>	<b>CO-APPLICANT NAME:</b>
<input type="checkbox"/> I do not wish to furnish this information	<input type="checkbox"/> I do not wish to furnish this information
<b>ETHNICITY:</b> (select only one ) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>ETHNICITY:</b> (select only one ) <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
<b>GENDER:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>GENDER:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male
<b>RACE:</b> (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	<b>RACE:</b> (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

\_\_\_\_\_  
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.

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 5<sup>th</sup> Avenue South, Suite 200  
Minneapolis, MN 55401

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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 \_\_\_\_\_



## 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 RAIVS 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](http://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
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**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.

**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) 588-3033 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:

*Contractor to fill in all blanks and attach copy of license certificate.*

## 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 the costs of options 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 signing the Participation Agreement for the Rehab Incentive Program at the Housing Resource Center*

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

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

Each contract that you actually use for your project must be accompanied by a contractor signed "Contractor Acknowledgement" form which is available at the HousingResource Center. Any bids that are not accepted by the homeowner do not require the "Contractor Acknowledgement".

Please contact the HousingResource Center – North at (612) 588-3033 if you have any questions.