



Fix-Up Fund Loan Program Credit Application

INSTRUCTIONS: Complete all information on this application and submit to a participating Minnesota Housing Lending Partner. Direct any questions to your Minnesota Housing Lending Partner.

Minnesota Housing Lending Partner Information:

Center for Energy and Environment

Minnesota Housing Lending Partner

Date of Application

Borrower Information:

Last Name

First Name

MI

SSN

Date of Birth

Dependents under 18

Other Dependents

Yes No

Disabled Household

Household Size

Move in Date

Home Phone

Mailing Address

Mailing Address 2

City

State

Zip Code

Employment Information:

Self Employed

Yes No

Unemployed

Yes No

Employer Name

Address

City

State

Zip

Business Phone

How Long?

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

Last Name

First Name

MI

SSN

Date of Birth

Employment Information:

Self Employed Yes No

Unemployed Yes No

Employer Name _____ Address _____

City _____ State _____ Zip _____ Business Phone _____ How Long? _____

Household Information:

Eligibility Income:

Provide income verification to the Lending Partner in the form of current pay stubs. If you are self-employed, have variable income, or other income, provide copies of at least the prior two years federal and state tax returns or other verification as requested by the Lending Partner.

Household income is one of the factors for determining eligibility for this loan. List all income, projected for the next 12 months, for household residents age 18 and over.

Name of Resident	Source	Annual Income
Total Annual Household Income		\$ 0.00

Credit Information:

Debts: List all current fixed obligations (Mortgage or Contract for Deed), installment accounts, revolving charge accounts, loans and debts to banks, finance companies and government agencies for all Borrowers and Co-Borrowers.

Creditor Names	Balance	Monthly Payment
If taxes and insurance are not included in payment, indicate monthly amount.		

Total Monthly Payment	\$	0.00
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Is your property being purchased on a Contract for Deed?

Yes No

Does the Contract for Deed have a balloon payment?

Yes No

Date of Balloon Payment

Amount of Balloon Payment

\$ _____

These questions apply to all Borrowers and Co-Borrowers. If any of you answer "yes", please provide a separate written explanation.

Are there any outstanding judgments or liens against any of you?	<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
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

Property Information:

Your property must be owner occupied and a year-around permanent residence. Your dwelling unit must be permanently attached by way of a foundation to land that you own, and be taxed as real estate.

Address _____		Address 2 _____	
City _____	County _____	MN 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	

Year Built _____ Purchase Price \$ _____ Date of Purchase _____

\$ _____	\$ _____	_____
Property Value (Estimated Market Value from Property Tax Statement)	Amount (Alternate value information used by Lending Partner)	Valuation Source

Improvements:

Briefly describe the proposed improvements:

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Total Cost of Improvements	\$	0.00
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Who will be completing the work?
Please check all which apply:

- Borrower
 Contractor
 Other

If Other, please describe:

Funding Information:

Loan Amount Requested	\$	
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Other Funding Sources: (Other Loans, Grants, Local Government Incentives)

	\$	
	\$	
Borrower(s) Cash Investment (if applicable):	\$	

Other Funding Source Amount	\$	0.00
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Disclosures:

- Minnesota Housing or an authorized representative shall have the right to inspect the property to be improved at any time from the date of the Note, upon giving due notice to the occupants.
- 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.
- Under Minnesota law a person who obtains funds through false representation is guilty of theft and may be prosecuted and sentenced accordingly.
- 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.

Certifications:

- 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 certify that the loan funds will be used only for the eligible improvements listed in this Credit Application and that the improvements will be completed within 9 months from the date of the Note. I/We understand if the loan funds are used for any other purpose, Minnesota Housing may pursue all legal remedies available, including civil actions and criminal prosecution.
- I/We hereby authorize the release of any information necessary for the lending institution to process this application.
- I/We certify that the statements contained in this application are true, accurate and complete to the best of my/our knowledge and belief.
- I/We understand that this loan may be selected by the Minnesota Housing Finance Agency (MHFA) for a Quality Control Review. This review is designed to produce and maintain quality service for borrowers, and to confirm compliance with agency and investor guidelines. The quality control review may involve verification of the credit information (including employment history, income, bank accounts, and credit references) as well as the property valuation. I/We agree to cooperate to the extent necessary to accomplish this review. Each of the undersigned hereby acknowledges that any owner of the Loan, its servicers, successors and assigns, may verify or reverify 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.

Signatures: All residents age 18 or over with an income must sign this application.

Borrower Signature

Date of Application

Co-Borrower Signature

Date of Application

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 <input type="checkbox"/> Not 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="button" value="Clear"/> <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		<input type="button" value="Clear"/>	

Co-Borrower

Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity	<input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not 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="button" value="Clear"/> <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		<input type="button" value="Clear"/>	

Guarantor Information:

Last Name	First Name	MI
Mailing Address	City	State Zip Code
SSN	Business Phone	Extension Home Phone
Guarantor Signature	Date	
Print Name		

To be completed by Lending Partner:

Required Underwriting Information:

%			
Debt to Income Ratio	Credit Score	Credit Source	Qualifying/Credit Underwriting Income

Required Loan Eligibility Information:

\$

Fix-up Fund Household Eligibility Income

Eligibility income worksheet can be found at:

http://www.mnhousing.gov/partners/lenders/programs/MHFA_001236.aspx**Lending Partner Information:**

This application was taken:	<input type="checkbox"/> Face-to face interview	<input type="checkbox"/> By mail	<input type="checkbox"/> By telephone
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Interviewer's Name_____
Interviewer's Signature_____
Date_____
Interviewer's Employer_____
Phone Number_____
Mailing Address_____
City_____
State_____
Zip Code

INSTRUCTIONS: Provide a copy of this information to all Borrowers.

Homeowner Information

Citizens Guide to Home Building and Remodeling

Improving your home can be a satisfying experience. However, expenses can run high and unforeseen problems can arise if you are not prepared. The Attorney General's Consumer Division provides a brochure entitled Citizens Guide to Home Building and Remodeling. We suggest you obtain a copy of this brochure by calling (651) 296-3353 or (800) 657-3787 or view it on the Attorney General's web site: www.ag.state.mn.us/consumer/housing.

This brochure contains valuable information regarding:

- Choosing a Contractor
- Investigating a Contractor
- Obtaining Bids
- What should be included in a Contract
- Warranties
- Paying the Contractor

About the Contractor Warranty

The Contractor Warranty is between you and your contractor. Minnesota Housing is not party to the warranty. If you have any problems with the contractor, consult an attorney, a legal aid society, your city or county complaint department, or the Consumer Protection Division of the Minnesota Office of the Attorney General.

It is very important that the contractor(s) sign this warranty as it provides you with a number of important protections. By signing the warranty, the contractor states:


- You will be protected from lawsuits if a worker is injured on the job.
- He will provide lien waivers before being paid. (This assures you will not have liens placed on your property if a contractor or representative fails to pay the bills incurred with your contract.)
- The necessary permits will be obtained and all local building codes will be complied with.
- Any defects in workmanship and materials will be warranted for two years from the date of completion of the improvement(s).

Contractor Warranty

INSTRUCTIONS: This Contractor Warranty must be fully completed and executed by all companies and individuals who contract with the homeowner to complete any portion of the home improvement work. A fully completed and signed original should be retained by the homeowner.

Contractor Warranty

Homeowner’s Information

_____		_____		MI
Borrower Last Name		First Name		
_____		_____		 MI
Co-Borrower Last Name		Co-Borrower First Name		
_____		_____	MN	_____
Property Address	City	State	Zip	

BY EXECUTING THIS CONTRACTOR WARRANTY, THE UNDERSIGNED (“CONTRACTOR”) HEREBY REPRESENTS WARRANTS AND AGREES AS FOLLOWS:

Work to be Performed

The Contractor represents and acknowledges that it has entered into a contract with the above listed homeowner(s) to perform certain repairs and work (the “Home Improvement Work”) to the property located at the above listed address (the “Improved Property”).

Warranty

The Contractor hereby warrants to the above listed homeowner(s) and all subsequent owners of the Improved Property (cumulatively Homeowner(s)) that; (i) all of the Home Improvement Work, including all materials, hardware, and fixtures utilized in said improvements, will be free from all defects caused by faulty workmanship and/or defective materials independent of whether such workmanship or materials were in compliance with building standards, for the two (2) year time period from and after the date on which the Home Improvement Work is completed (the “Warranty Date”), and (ii) the portion of the Home Improvement Work that involves major structural changes or additions to any dwelling will be free from major construction defects in the load-bearing portion of such dwellings, including damage due to subsidence, expansion or lateral movement of the soil, that affect the dwelling’s load-bearing function and which vitally affect or are imminently likely to vitally affect the dwellings use for residential purposes for a period of ten (10) years after the Warranty Date. The term “major construction defects,” shall not include damage due to movement of the soil caused by flood, earthquake, or other natural disaster.

The Contractor further warrants that it will repair, correct, or replace, at no cost to the Homeowner(s), any instances of defective workmanship or materials or deficiencies subject to the warranties contained herein.

The liability of the Contractor is limited to the specific items set forth above and does not extend to the following; (a) loss or damage not reported by the Homeowner(s) to the Contractor in writing within six months after they discover, or should have discovered, the loss or damage, (b) loss or damage caused by defects in design, installation or materials which the Homeowner(s) supplied, installed or had installed under their direction, (c) secondary loss or damage such as personal injury or property damage, (d) loss or damage from normal wear and tear, (e) loss or damage from normal shrinkage caused by drying of the improvements within tolerances of building standards (f) loss or damages from dampness and condensation due to insufficient ventilation after occupancy, (g) loss or damage from negligence, improper maintenance or alteration of the improvements by parties other than the Contractor, (h) loss or damage from changes in grading of the ground around the improvements by parties other than the Contractor; (i) landscaping or insect loss or damage; (j) loss or damage from failure to maintain the improvements in good repair; (k) loss or damage that the Homeowner(s), whenever feasible, have not taken timely action to minimize; (l) loss or damage which occurs after the dwelling forming a part of the Improved Property is no longer used primarily as a residence; (m) accidental loss or damage usually described as acts of God, including, but not limited to: fire, explosion, smoke, water escape, windstorm, hail or lightning, falling trees, aircraft and vehicles, flood, and earthquake, except when the loss or damage is caused by failure to comply with building standards; (n) loss or damage from soil movement which is compensated by legislation or covered by insurance; (o) loss or damage due to soil conditions where construction is done upon lands owned by the Homeowner(s), and obtained from a source independent of the Contractor; (p) loss or damage due to defects in the existing structure and systems not caused by the Home Improvement Work.

This warranty is in addition to, and not in limitation of, any and all other rights and remedies to which the Homeowner(s) may be entitled, at law or in equity, and shall survive the conveyance of title, delivery of possession of the Improved Property, or other final settlement made by the Homeowner(s), and shall be binding on the Contractor notwithstanding any provision to the contrary contained in any instrument heretofore or hereafter executed by the Homeowner(s).

Hold Harmless

Contractor shall defend, indemnify, and hold harmless the Homeowner(s), from all liability and claims for damages arising from bodily injury, death, property damage, sickness, disease, or loss and expense resulting from Contractor's performance of the Home Improvement Work.

The following information is needed to complete your loan process:

1. A Completed Credit Application

2. Income Information

<i>If you are:</i>	<i>Then you must provide:</i>
Employed:	Current year-to-date payroll check stub.
Self-Employed:	First two pages of your 1040 federal tax returns and Schedule "C" for the past two years.
Retired:	Proof of benefits (Social Security, Pensions, etc.)

3. Bids for Improvements

You may either do the work yourself or hire a contractor. If you do not have your bids and/or material lists ready to submit now, simply submit the other pieces of required information (listed above), continue to work on collecting your bid(s) and/or material lists and submit them to us when they are available.

4. Contractor Warranty

Once you have selected your contractor(s) have them complete a contractor warranty. This can be found on our website.

If you have any questions regarding your Home Improvement Loan, please feel free to contact:

CEE Financial Resources
212 3rd Avenue North, Suite 560
Minneapolis, MN 55401
www.mncee.org

**For more information call:
(612) 335-5884**