

**MHFA Emergency Rehab Application Instructions**

**To Apply, PLEASE SUBMIT THE FOLLOWING AND MAKE SURE ALL FORMS ARE SIGNED AND DATED:**

1. Completed and signed application.

1. Verification of Household Size and Income: Submit most recent Federal Tax Return
2. Required Disclosure Forms: Must be signed and dated by all applicants
* Authorization and Release Form
* USA Patriot Act Disclosure Form
* Non Agency Disclosure Form
* Homeowner Agreement
1. Copy of your unexpired government issued photo ID(s)
2. Proof of Assets: Most recent statement of all accounts listed in the Assets section of the Application
3. Proof of Income:
* If you are employed as a wage earner: provide two current and consecutive payroll statements showing year-to-date information with a copy of the most recent w2
* If you are retired: provide your social security award or pension award or bank statement clearly showing deposit of benefits
* If you are self-employed: provide the past two years 1040 Federal tax returns, including all schedules, 1099’s and K-1’s
* If Business is in a S Corp or Partnership provide two years of Business returns as well

***Improvements may NOT begin prior to closing your loan with CEE***

*Note: additional documentation and program requirements will be communicated by CEE personnel*

A copy of CEE’s information sharing practices and privacy policy is attached for your records. This form does not need to be signed or returned.

**Completed applications may be returned:**

By fax: 612-335-2650

By mail: 212 3rd Ave N, Suite 560, Minneapolis, MN 55401

By email: loaninfo@mncee.org (please note: documents sent via email may not be secure)