

Victory Neighborhood Association

Revolving Loan Program Application Process

The following documents must be received at the Housing *Resource* Center (HRC) in order for you to be eligible for consideration in this program:

1. Application Form (attached)
2. Government Monitoring Addendum (attached)
3. Data Privacy Act Statement (attached)
4. Authorization to Release Information (attached) to be signed by each applicant
5. Copy of two most recent pay stubs or other income verification
6. Copy of last 2 years Federal Income Tax Return including W2's and all schedules.
7. If self employed, please complete the attached interim financial statement for year to date amounts.
8. Current Mortgage Statement
9. IRS Form 4506-T
10. Energy Audit report
11. Copy of bid proposals for the work to be performed (2nd bid is required for all projects over \$5,000)
12. Contractor Acknowledgement form signed by the contractor who will be performing the work
13. Copy of ID

After the above documents are received and approved, the Housing *Resource* Center (HRC) will verify if the applicant meets the ownership and income requirements as established by the Victory Neighborhood Association. The applicant will be notified of their eligibility (or ineligibility) for this program or if documents are missing, incomplete, or not approved.

CONTRACTS – (also called bids, proposals or estimates). It is the homeowner's responsibility to call licensed contractors, give them the Scope of Work and obtain written **Contracts** and a signed **Contractors Acknowledgement Form** as described below. If assistance is needed, please contact a Housing *Resource* Center Construction Manager. Contact the State at **(651) 296-2488** to verify if your contractor is currently licensed. In order to approve a contract it must be written by a licensed contractor and contain the following items;

1. The contractor's name, address, telephone and fax numbers and the date.
2. The homeowner's name and project address.
3. A detailed description of the work to be done, including brand names, quantities and all costs.
4. The contractor's signature.
5. A space for the homeowner's dated signature. Do not sign the contract until the closing.

CONTRACTOR ACKNOWLEDGMENT FORM – If the homeowner is having the improvements done by a contractor, the contractor must complete the HRC Contractor Acknowledgement form. This form includes the contractor's name, business address, and license number. **Contractors must be licensed** according to the local City Ordinances and State Law. Make additional copies as needed, as one form per hired contractor is required.

SWEAT EQUITY – If the homeowner proposes to do some or all of the work themselves, they must be approved first. Eligibility will be determined by the Housing *Resource* Center. Call for a **Sweat Equity Application Package**. Loans will be based on materials only, not on tools or labor.

LOAN CLOSING- The homeowner must sign a Note, Mortgage, and Program Participation Agreement before the proposed work may begin. **The homeowner is not officially a part of this program until the Loan closing has taken place at the Housing Resource Center.** When all Contractor Acknowledgements' are completed, submit them to the HRC and arrange for an appointment.

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!

All applications will be address on a first-come, first-served basis. The Housing *Resource* Center is the program administrator. Construction and loan consultants are available to advise and answer any questions about the program and your project. **(612) 588-3033.**

SUBMIT COMPLETED DOCUMENTS TO:

Housing *Resource* Center, 2148 44th Ave North, Minneapolis, MN 55412
612-588-3033

PROGRAM GUIDELINES

(VICTORY: Phase II NRP Home Improvement Program)

REVOLVING LOAN FUND

Loan Pool: The Victory Neighborhood Association is making \$73,000.00 of NRP funds available for exterior and interior home improvements in the Victory neighborhood.

Program Overview: The Victory Neighborhood Association NRP Home Improvement Loan Program is designed to encourage environmentally friendly, sustainable and energy efficient home improvements. Improvements that are eligible for funding must meet certain “green” standards as outlined in the guidelines. In addition applicants to the program will be required to secure an energy audit at their own expense and include the results of the audit in their application materials. Homeowners will also have the option of pursuing, MN Green Star Certification of their home improvement project. If they are successful in obtaining certification they will have a portion of their loan forgiven. This program is intended to supplement existing loan programs available from the City of Minneapolis, Minnesota Housing Finance Agency, private lenders and other similar sources. The eligible work shall include repairs, replacement or new construction that will:

- Improve the exterior and/or interior of the property
- Reduce long-term maintenance and/or energy costs
- Improve handicap accessibility

1. **Loan Pool I:** Approximately \$73,000.00 in the Phase II allocation will be available.
2. **Income Limit:** There is no annual household income limit for revolving loan recipients.
3. **Interest Rate:** 3 %. The first loan payments will be delayed up to 90 days from the closing date with no interest charge.
4. **Loan Amount:** Minimum loan amount is \$2,000. Maximum loan amount is \$15,000 per household.
5. **Loan Term:** Generally, the term of the Revolving loan will be one year per \$1,500 borrowed. Thus the term will be flexible depending on the size of the loan. The maximum term will be seven (7) years.
6. **Debt - to - Income Ratio:** Applicants for the Revolving loan must have the ability to repay the loan. Applicants who have a potential “debt - to - income” ratio in excess of 50% will be denied loan financing.

OTHER GENERAL CONDITIONS AND PROCEDURES:

1. **Eligible Properties:** All properties must be located in the Victory neighborhood. Property owners must be owner-occupants. (Owner occupied, multi-family properties qualify)
2. **Loan Security:** All loans will be secured by a mortgage in the favor of the CITY OF MINNEAPOLIS.
3. **Loan - to - Value Ratio:** Generally, applicants who have a potential “loan - to - value” ratio in excess of 105% will be denied loan financing.
4. **Underwriting Decision:** Loans will be approved or denied by GMHC based on a credit report, income verification and other criteria as outlined above.
5. **Appeal Process:** If the borrower does not agree with the decision of the administrator, it will refer to the Victory Neighborhood Association Board of Directors for a final decision.
6. **Energy Audits:** Prior to applying, applicants whose projects include interior improvements must secure, at their own expense, a home energy audit that includes:
 - A blower door test
 - An infra-red scan
 - A combustion spillage test

Energy Audits that include all of these tests can be scheduled with Excel Energy or Centerpoint Energy at a cost of approximately \$100. Applicants should consider the recommended steps for improvement in their home improvement project.

Homes that have had the above testing within the last 4 years by the current owners are exempt unless required for MN GreenStar Certification. (For more about MN GreenStar Certification see #9 and Attachment 1).

7. **Eligible Improvements:** External & internal improvements are permitted. These loans can only be used for the following improvements:
 - **Painting:**
 - o Exterior Paint must be low VOC (less than 150 gpl)
 - o Interior paint must be ultra-low VOC (less than 50gpl)
 - **Electrical:** code compliance, update, repair
 - **Plumbing:** code compliance, update, repair including the water and sewer service line. All plumbing fixtures must be low-flow.
 - **Structural and foundation problems**
 - **Stucco:** repair or replace existing or install new
 - **Siding:** repair or replace. All vinyl siding must carry a minimum 40 year warranty, be 0.46” or better, and have a wind rating of 170 mph or better
 - **Doors / Windows:** repair or replace existing or install new. Windows must have a U factor greater than .34. Windows and doors must be Energy Star Rated

- Roof: repair or replace existing or install new. Roofing materials must carry a minimum 40-year warranty.
- Sidewalks: repair or replace
- Garages: repair or replace or install new
- Driveways / parking pads: repair or replace or install new
- Retaining walls: repair or replace and new only if necessary to prevent erosion (not for cosmetic purposes)
- Porches: repair or replace
- Permanent Landscaping: Native or drought tolerant trees, shrubs and perennials, grading, rain gardens, drought tolerant grass (sheep fescue blend)
- Tree: removal and replacement of diseased or damaged mature trees. All trees removed must be replaced unless there is no suitable site as determined by an arborist.
- Additions that add conditioned dwelling space
- Increase to conditioned dwelling space within the building envelope
- Modifications to existing space to improve livability, performance, and health of the home
- Radon reduction systems
- Heating, cooling and ventilation equipment including water heaters, furnaces, boilers, ground source or air source heat pumps. All appliances must be Energy Star rated. Excludes window air conditioning units and atmospherically vented water heaters, furnaces and boilers

8. **Ineligible Improvements:**

- Items which could be considered recreational or luxury projects (swimming pools, hot tubs, Jacuzzis, saunas, playground equipment), furniture, non-permanent (not built-in) appliances
- Installation of carpet in below grade application
- Windows with U-factor greater than .34
- Vinyl siding less than .46" and less than 170 mph wind factor
- Asphalt Shingles with less than 40 year warranty
- Installation of non -Energy Star appliances
- Installation of non- Energy Star windows and doors
- Installation of formaldehyde rich fiber board sheathing
- Installation of non-low-flow plumbing fixtures
- Funds for working capital, debt service or refinancing existing debts are excluded.

9. **Optional MN Green Star Certification and Incentives:** Applicants have the option of registering their home improvement project, at their own expense, with MN Green Star in an effort to achieve certification of their project. Homeowners who achieve certification can earn a partial forgiveness of their loan. Projects that achieve:

- Bronze certification will have registration costs forgiven in the loan
- Silver certification will have a registration costs and an additional \$500 of their loan forgiven
- Gold certification will have registration costs and an additional \$1000 of their loan forgiven
- For more information on how to register with MN GreenStar see Attachment 1.

10. **Work by Owner:** Work can be performed on a “sweat equity” basis. Loan funds cannot be used to compensate for labor, only for materials. GMHC 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 the materials provider. When applicable, a signed city Inspection Department permit must be obtained by the borrower.
11. **Rehabilitation Counseling:** Consultants will be available from the NW Housing Resource Center to borrowers to advise them about proposed projects prior to obtaining bids and will be available to review bids for reasonableness. Two Bids **must** be obtained for all projects for which at least \$5,000 of NRP funds will be spent.
12. **Loan Costs:** The Victory Neighborhood Association will pay the loan origination fee. Borrowers will pay all filing fees and mortgage registration taxes. Borrowers, if necessary, will be assessed a fee for submitting a late payment and/or a fee if a payment to the service for insufficient funds.
13. **Application Processing:** Applicants will be processed by GMHC on first come, first serve basis as funds are available until all program funds are committed.
14. **Contractors / Permits:** Contractors must be properly licensed by the City of Minneapolis when required by city ordinance. Permits must be obtained when required by city ordinance.
15. **Work Completion:** Weather permitting, all work must be completed within 150 days of the loan closing.
16. **Total Project Cost:** 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.
17. **Custody of Funds:** Loan funds will remain in the custody of the GMHC until payment for completed work.
18. **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 and/or GMHC to verify the completion of the work.
 - b. The following items must be received 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 rehabilitation consulting service (if necessary);
 - 5) Lien waiver(s).

Items 1 through 4 must be provided to the Housing Resource Center to begin the preparation of the check(s). Item 5 (Lien waver) must be provided before the funds will be released to the contractor(s).

19. **Program Timelines:**

VINA board approves program guidelines
Marketing begins
First day to accept applications

November 3, 2009
January 4, 2010
January 15, 2010

VICTORY NEIGHBORHOOD ASSOCIATION
Phase II Revolving Loan
NRP HOME IMPROVEMENT LOAN PROGRAM

Optional MN GreenStar Certification:

1. Approved recipients of the ViNA Home Improvement Loan Program who wish to register their home improvement project in an effort to attain certification are required to attend a four (4) hour training on the use and navigation of the MN GreenStar checklist program. This training is required to increase the chance of successful certification attempts by applicants and reduce confusion related to the project. The cost of the training carries a one-time fee of \$150, however approved recipients of the loan will receive a \$50 discount on the training (\$100). In addition, the following conditions must apply:

- The recipient must not hold a builder or remodeler license
- The recipient may use the MN GreenStar Program only for his or her own home.
- The recipient may not be engaged in the remodeling or building industry or use the training received to engage in future building or remodeling for certification under the MN Green Star program

2. After attending the class the following requirements must be met:

- Projects must submit plans, specifications, test results to MN GreenStar and receive approval prior to commencing construction.
- Projects that fail radon test and/or worst case spillage tests must be mitigated and prove passing test results

3. The cost of registering a project with MN GreenStar shall be the responsibility of the homeowner.

- Remodeling Certificate Type 1 = \$100 + \$0.10 per square foot
- Remodeling Certificate Type 2 = \$100 + \$0.10 per square foot
- Remodeling Certificate Type 3 = \$150 + \$0.10 per square foot
- Remodeling Certificate Type 4 = \$200 + \$0.10 per square foot

However, projects that successfully receive certification will have a portion of the loan forgiven.

- Bronze certification will have registration costs forgiven in the loan.
- Silver certification will have a registration costs and an additional \$500 of their loan forgiven.
- Gold certification will have registration costs and an additional \$1000 of their loan forgiven.

More information on the MN GreenStar certification program can be found on the MN GreenStar website: www.mngreenstar.org or by calling 651-493-0294.

Victory Neighborhood Association Revolving Loan Program

Housing Resource Center -Northwest
2148 44th Ave North
Minneapolis, MN 55412
Ph: 612-588-3033 Fax: 612-588-3028

IMPORTANT NOTE: Do not start any projects until the loan closing has commenced and the participation agreement has been signed with us in our office. Any projects started without prior approval from the HRC will be ineligible.

PLEASE READ THE ATTACHED PROGRAM GUIDELINES.

1. Applicant's Information

Applicant Name:	Co-Applicant Name:
Social Security Number:	Social Security Number:
Marital Status: <input type="radio"/> Married <input type="radio"/> Single <input type="radio"/> Separated	Marital Status: <input type="radio"/> Married <input type="radio"/> Single <input type="radio"/> Separated
Address:	Address:
City: State:	City: State:
Zip Code: How Long: (yrs.)	Zip Code: How Long: (yrs.)
Phone Number: (H) () Alternate Phone Number ()	Phone Number: (H) () Alternate Phone Number ()
Type of Dwelling: Single Family <input type="radio"/> Duplex <input type="radio"/> Condominium/Townhouse <input type="radio"/> # of bedrooms: _____	Have you previously received a Victory Revolving Loan? YES NO If yes, what amount did you receive? \$ _____

2. Income Information

Applicant's Employer:	Co-Applicant's Employer:
Address:	Address:
City: State:	City: State:
Business Phone: ()-	Business Phone: ()-
Type of Work or Position:	Type of Work or Position:
Number of Years Employed:	Number of Years Employed:
Amount per year: \$	Amount per year: \$

Other Sources of Income

Income Sources					Annual Total
Annual Amounts					

➤ You must enclose copies of all source of income that apply to your household:

- Employment:..... two recent consecutive pay stubs & Federal income tax return including W2's & schedules
- Self-employment:..... two years of Federal Income Tax Statements including Schedules C, E, or F and completed interim financial statement for year to date. Call the HRC if you have any question
- Social Security:..... current year's benefit statement,
- Pension & Annuity:..... award letter monthly pension or annuity amount
- Rental Income:..... two years of Federal Income Tax returns including Schedule E
- AFDC/MFIP:..... benefit statement
- Child Support:..... divorce decree and/or statement of benefits from applicable County.
- Foster Care:..... Statement of income from Hennepin County.

3. Scope of Work (Proposed Improvements)

Describe Proposed Projects	Cost (if known)

Circle the appropriate answers below to help us assist you.

1. How do you plan to do these projects? Yourself Hire a contractor Both
2. Would you like the Housing *Resource* Center' Construction Manager to contact you regarding this Scope of Work and/or other Construction Advice? Yes or No
3. Number of persons in household: _____ adults _____ children under the age of 18
4. Applicant date of birth _____ Co-applicant date of birth _____

√ I/We certify that all information contained in this application is true, accurate and complete to the best of my/our knowledge and belief.

√ I/We hereby authorize the release of any information necessary for the Housing *Resource* Center to process this application.

√ I/We have read and understand the Program Overview and Guidelines.

√ Contractors must be licensed. Do not start the work, sign contracts, purchase materials nor give down payments prior to closing.

Applicant's Signature

Date

Co-Applicant's Signature

Date

➤ Both sides of this application must be filled out.

➤ Your application can not be processed without income verification and other supporting documentation.

➤ Any work started prior to program approval is not eligible.

ADDENDUM TO APPLICATION

Victory Revolving 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
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

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.

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.

Request for Transcript of Tax Return

(Rev. January 2008)

Department of the Treasury
Internal Revenue Service

- ▶ Do not sign this form unless all applicable lines have been completed. Read the instructions on page 2.
- ▶ Request may be rejected if the form is incomplete, illegible, or any required line was blank at the time of signature.

OMB No. 1545-1872

Tip: Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can also call 1-800-829-1040 to order a transcript. 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 or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return	2b Second social security number if joint tax return

3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code

4 Previous address shown on the last return filed if different from line 3

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.

**Housing Resource Center-Northwest 2148 44th Ave N, Minneapolis MN 55412
612-588-3033**

Caution: DO NOT SIGN this form if a third party requires you to complete Form 4506-T, and lines 6 and 9 are blank.

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. 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. 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 2006, filed in 2007, will not be available from the IRS until 2008. 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 / 2007 12 / 31 / 2008 / / / /

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.

Sign Here	Signature (see instructions)	Date	Telephone number of taxpayer on line 1a or 2a ()
	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 RAIVS teams, send your request to the team based on the address of your most recent return.

Note. You can also call 1-800-829-1040 to request a transcript or get more information.

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:
District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New York, Vermont	RAIVS Team Stop 679 Andover, MA 05501 978-247-9255
Alabama, Delaware, Florida, Georgia, North Carolina, Rhode Island, South Carolina, Virginia	RAIVS Team P.O. Box 47-421 Stop 91 Doraville, GA 30362 770-455-2335
Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, or A.P.O. or F.P.O. address	RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, California, Colorado, Hawaii, Idaho, Iowa, Kansas, 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
Arkansas, Connecticut, Illinois, Indiana, Michigan, Missouri, New Jersey, Ohio, Pennsylvania, West Virginia	RAIVS Team Stop 6705-B41 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, Georgia, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Tennessee, 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, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, 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) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

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 60 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. Sections 6103 and 6109 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, and the District of Columbia 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.

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 _____

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 _____

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 – Northwest at (612) 588-3033 if you have any questions.