



Department of Planning and Development Housing Loan Documentation Package A - Home Repair Loans

Last Updated 31-July-2008

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Loan Type

Select the type of loan for which you are applying.

- ☐ Home Repair ☐ Emergency Home Repair ☐ Senior Home Repair ☐ Lead Hazard Reduction ☐ Foreclosure Rehab

Borrower

Name

Co-Borrower

Name

Documentation Checklist

Please compile photocopies of the following documents and complete the checklist to indicate that you have submitted the information.

- ☐ **Warranty Deed***
Warranty Deed with "Exhibit A" - If another party listed on the warranty deed is deceased, a Death Certificate is also required
- ☐ **Property Insurance Policy***
- ☐ **Current Mortgage Statement - Foreclosure Rehab Loans Only**
- ☐ **Federal Income Tax Returns (Personal)**
Two (2) most recent years of signed personal federal income tax returns with all schedules.
- ☐ **Pay Check Stubs**
Two (2) most recent pay check stubs for income earners
- ☐ **Other Sources of Income**
Copies of checks from other sources of income (i.e. Social Security, Private Pension, Workman's Compensation, Disability Benefits)
- ☐ **Personal Identification**
Photo Identification
- ☐ **Credit Report Fee***
Check or money order in the amount of \$20.00 (per borrower) made payable to the Department of Planning and Development

Self-Employment-Additional Documentation Required

If any of the borrowers are self-employed, the following documents must also be submitted in addition to the above requirements.

- ☐ **Federal Income Tax Returns (Business)**
Most recent two (2) years of business federal income tax returns with all schedules.
- ☐ **Current Profit and Loss Business Statement and Balance Sheet**

Foreclosure Rehab Loans - Additional Documentation Required

The following documents must be submitted if applying for a foreclosure rehab loan before closing on the property

- ☐ **Purchase and Sales Agreement**
Purchase and Sales Agreement signed by both buyer and seller - required if application is being submitted prior to closing
- ☐ **Final Commitment Letter**
Final commitment letter from Bank or Mortgage Company

Lead Hazard Reduction Loans - Additional Documentation Required

The following documents must be submitted if applying for a lead hazard reduction loan

- ☐ **Owner Agreement Form**
Lead Hazard Reduction Program Owner Agreement Form completed and signed by all owners
- ☐ **Tenant Agreement Form**
Lead Hazard Reduction Program Tenant Information and Agreement Form completed and signed by all tenants

**Foreclosure Rehab Loans: A warranty deed, credit reporting fee and property insurance documentation are only required for foreclosure rehab loans if you closed on the property prior to submitting this application*



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Property Information

Property Type: ☐ Single Family ☐ Two-Family ☐ Three-Family ☐ Four-Family

Have you been cited for Code Violations? ☐ Yes ☐ No

Legal Unit Certification

Any property containing one or more illegal units shall be disqualified from participation in this program. If upon mandatory inspection, an illegal unit is discovered, this application will be terminated.

I/We certify that no illegal unit(s) exist within my property.

Borrower

Borrower

Tenant Information

Unit #1 (1st Floor)

Occupied: ☐ Yes ☐ No

Tenant Name:

Number of Dependents

Rent Amount

Utilities Included: ☐ Yes ☐ No

Unit #2 (2nd Floor)

Occupied: ☐ Yes ☐ No

Tenant Name:

Number of Dependents

Rent Amount

Utilities Included: ☐ Yes ☐ No

Unit #3 (3rd Floor)

Occupied: ☐ Yes ☐ No

Tenant Name:

Number of Dependents

Rent Amount

Utilities Included: ☐ Yes ☐ No

Unit #4 (4th Floor)

Occupied: ☐ Yes ☐ No

Tenant Name:

Number of Dependents

Rent Amount

Utilities Included: ☐ Yes ☐ No

