



BUILD - CF

Downtown Housing Conversion



Address: _____
(Street Address of property)

Current Address: _____
(If different than address applying for)

Total Project Cost: _____ Date the Work will be Finished: _____

Complete the application including all appendices. Failure to complete all sections of the application will delay the process. **Submitting an application does not automatically qualify you for assistance. Assistance is dependent on funds availability and program guidelines.** If you are married, it is required that your spouse be listed as the co-applicant. Please print legibly.

Applicant Name	SS#(Optional)	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Home Phone	Cell Phone	
Age & Date of Birth	Email	

Are you a U.S. Citizen or of legal alien status? Yes No

Co-Applicant Name	SS#(Optional)	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed
Home Phone	Cell Phone	
Age & Date of Birth	Email	

Are you a U.S. Citizen or of legal alien status? Yes No

Wisconsin Marital Property Act Credit Application

In order to comply with the provisions of the Wisconsin Marital Property Act, provide the following information:

Marital Status: Married Unmarried Legally Separated (Date of Decree) _____

If married: Spouse's name _____

Spouse's address _____

Notice to married applicants: No provision of a marital property agreement (including a Statutory Individual Property Agreement pursuant to Sec. 766.587, Wis. Stats.), unilateral statement classifying income from separate property under Sec. 766.59, or court decree under Sec. 766.70 adversely affects the creditor unless the creditor is furnished with a copy of the document prior to the credit transaction or has actual knowledge of its adverse provisions at the time the obligation is incurred.

Income Verification Guidelines and Checklist

Failure to provide accurate information will delay and/or disqualify your application. Providing this information does not guarantee assistance. Loans are based on availability of funds, program guidelines and property evaluation. Attach additional pages as necessary.

Applicant Employer	Employer Phone Number
Applicant Title/Department	
Employer Address	
Co-Applicant Employer	Employer Phone Number
Co-Applicant Title/Department	
Employer Address	

Provide the following information and documents:

- 3 recent consecutive months of paycheck stubs
- Last recent 1 year FULL tax returns (Federal) and W2s and 1099s (3 years if self-employed)
- Most recent mortgage loan statement (if any)
- Property insurance policy coverage page
- A timeline outlining when the project will be completed
- Quotes from any contractor that will perform work for the project
- Completed W-9 form
- Before photos of the project

Provide your estimated Annual Household Income

\$

I certify that the above information is to be true and accurate to the best of my knowledge on the date affixed below:

Applicant Signature	Date
Co-Applicant Signature	Date

LIABILITIES AND PLEDGED ASSETS

List all debts including installment debts, revolving charge accounts, charge cards, automobile/boat/personal loans, other real estate loans, medical bills, etc. Attach additional pages as necessary.

Type of Debt	Creditor	Monthly Payment	Current Balance	Current (C) Behind (B)

Agreements & Acknowledgements

The undersigned specifically acknowledge that:

Grant/Loan Agreements:

1. The property will not be used for any illegal or prohibited purpose or use.
2. All statements made in this application are made for the purpose of obtaining the loan/grant herein.
3. The property will be used as the primary residence of the applicants or of renters in agreement with applicants.
4. Verification or re-verification of any information contained in the application may be made at any time by City of Chippewa Falls, or its agents, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by The City of Chippewa Falls, even if the loan/grant is not awarded.
5. The City of Chippewa Falls, its agents, successors, and assigns will rely on the information contained in the application.
6. I have a continuing obligation to amend and/or supplement the information provided in this application if any of the material facts which I have represented herein should change.
7. If units being created will be rentals, I agree to obtain information pertaining to rental applicants to verify income eligibility requirements.

Additional Loan Agreements:

1. The loan requested by this application will be secured by a mortgage or deed of trust and promissory note on the property improved with the assistance of this application;
2. Downtown Apartment Conversion loan is due in full when the title changes or when the units cease to be the renter's primary residence, or if 25% of the units exceed 30% of the household's gross income.
3. Loan is due in full within 12 months of notice if 25% or more of units are occupied by families not meeting income threshold.
4. Ownership of the loan may be transferred to successors or assigns of The City of Chippewa Falls without notice to me and/or the administration of the loan account may be transferred to an agent, successor, or assign of The City of Chippewa Falls without prior notice to me.
5. The City of Chippewa Falls, its agents, successors, and assigns make no representations or warranties, express or implied, to the Borrower(s) regarding the property, the condition of the property, or the value of the property.
6. The property owner and contractor must enter into a written contract.
7. Prior to full payment of the BUILD-CF award, property owner must submit lien waitvers from the
8. contractor(s). To request payment, a Payment Worksheet must be submitted.
9. Applicant hereby agrees to collect household income data from tenants (if any) as requested by the City or its agents. It is recommended that this be placed in leases with tenant(s). Failure to provide timely responses (within 30 days of request) may result in 12% interest charges from loan origination.
10. Property is required to have and maintain Insurance for the duration of the BUILD-CF loan. Failure to maintain Insurance may result in 12% interest charges from loan origination.
11. Structures built prior to 1978 with chipping or peeling paint may require lead inspection and clearance.
12. Structures may require an asbestos inspection and remediation.

Certification:

I certify that the information provided in this application is true and correct as of the date of my signature on this application. I acknowledge my understanding that any intentional or negligent misrepresentation of the information in this application may result in civil liability and/or criminal prosecution. Any intentional misrepresentation or withholding of relevant information will remove my/our application from consideration.

Applicant Signature

Date

Co-Applicant Signature

Date

Applicant Name (printed)

Co-Applicant Name (printed)

City of Chippewa Falls **General Release of Information**

To Whom It May Concern:

I/We have applied for a loan and hereby authorize you to release to The City of Chippewa Falls, the program administrator, the requested information listed below:

1. Previous and past employment history including employer, period employed, title of position, income, and hours worked.
2. Disability payments, social security, pension funds and of the like.
3. Any information deemed necessary in connection with a consumer credit report or a real estate transaction.
4. Information regarding previous or current unemployment benefits received as well as the remaining benefit amount.

This information will be for the confidential use of The City of Chippewa Falls, in determining my/our eligibility for a loan or to confirm information I/we have supplied. Please complete the attached verification request.

A photo or fax copy of this document may be deemed to be the equivalent of the original and may be used as a duplicate original. The original signed release of information form will be kept on record with The City of Chippewa Falls.

Applicant

Co-Applicant

Last Name, First Name, MI

Last Name, First Name, MI

Street Address

Street Address

City, State, Zip Code

City, State, Zip Code

Signature

Date

Signature

Date

NOTICE TO BORROWERS: the Right to Financial Privacy Act of 1978 requires this notice to you. The Department of Housing and Intergovernmental Relations/Department of Housing, Federal Housing Administration or Veterans Administration have a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to DHIR/DOH, FHA, or VA without further notice or authorization but will not be disclosed or released by this institution to another government agency without your consent except as required by law.

Downtown Apartment Conversion Questions

Mortgage/Tax/Property Questions	Approximate age of your building	Is your property, or could it be considered historic (over 50 years old)? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date building purchased	Fair Market value of property
	Mortgage pay off date	Original mortgage amount
	Monthly payment	Current mortgage balance
	Is there a second mortgage on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Original second mortgage amount
	Date of second mortgage	Current second mortgage amount
	Second mortgage monthly payment	Is this property currently for sale? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Does payment include property Taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any delinquent property taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you current on your mortgage payments? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the property under land contract or lease to purchase? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you in foreclosure? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is this property owner-occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is your property currently insured? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will this be your primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Insurance Agency, policy # and Phone #	Are you currently in foreclosure or late on your mortgage payments? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you currently a party to a lawsuit, or do you have reason to believe that you will become party to a lawsuit in the next 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, bond, financial obligations, or loan guarantees? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you defaulted on any previously awarded loans from the City of Chippewa Falls <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you declared bankruptcy within the past five (5) years? <input type="checkbox"/> Yes <input type="checkbox"/> No

List the names of all property owners as shown on the deed:

Downtown Apartment Conversions

Please explain below what work will be done on the property, including number of dwelling units. Attach or email pictures showing items. Please attach additional pages as needed.

City of Chippewa Falls Privacy & Disclosure Notice

We may collect non-public personal information about you from the following sources:

- Information that you provide to us, such as on applications or other forms
- Information about your transaction with us or others
- Information from others, such as credit bureaus, real estate appraisers and employers

We do not disclose any non-public personal information about you to anyone, except as permitted by law.

To maintain security of customer information, we restrict access to your personal and account information to persons who need to know that information to provide you products or services. We maintain physical, electronic and procedural safeguards that comply with federal standards to guard your non-public personal information.

If you decide to close your account(s) or become an inactive customer, we will adhere to the privacy policies and practices as described in this notice.

ACKNOWLEDGMENT OF RECEIPT OF NOTICE

Each of the undersigned hereby acknowledges the receipt of completed copies of the Privacy Notice.

Applicant Signature

Date

Co-Applicant Signature

Date

City of Chippewa Falls Acknowledgement of Estimated Loan Closing

Verification of child support, letter report, inspection, and other fees are needed for verification of the application process. **The cost for these services will be included in the loan program.**

The estimated costs for these services:

- Letter Report Fee \$65
- Lead-Based Paint Risk Assessment (if necessary) \$600
- Lead-Based Paint Clearance (if necessary) \$500
- Asbestos Assessment (if necessary) \$560
- Recording Fee (additional fee may be charged if additional mortgage needs to be recorded) \$30
- Housing Quality Standards Inspection \$125

Signing this form is your acknowledgement and understanding of the estimated loan closing costs.

Signed: _____
Applicant Name

Date

Signed: _____
Applicant Name

Date