



AFFORDABLE HOUSING LOAN APPLICATION

Loan Amount Requested: _____ Date funds are needed: _____

Proposed Use of Funds: _____

Proposed Loan Terms: _____

I. APPLICANT'S INFORMATION

A. Name: _____

Address: _____

Project Manager: _____ Phone: _____

E-mail: _____ FAX: _____

B. Type of Organization: Corporation, Partnership, etc. _____

Tax exempt organization? Yes No ID#: _____

Is this organization a CHDO? Yes No CHDO ID#: _____

DUNS#: _____

C. Legal name of borrower(s) to be used on loan documents:

D. Experience: Attach resume' of prior experience by listing projects, including location, number of units, level of affordability, type of units, completion date. Please include name and telephone number for use as references at other local jurisdictions.

II. PROPOSED PROJECT

A. Site

Name of Project: _____

Location: _____ A. P. #: _____

Current Land Use Designation: _____

Proposed Land Use Designation: _____

Proposed Density (units/acre): _____ # of Acres: _____

Water/Sewer Availability and Location: _____

Offsite Constraints: _____

Subject to Specific Area Plan? Yes No Annexation Needed? Yes No

Does your site acquisition include buildings currently being used for housing or business activities? Yes No

If yes, indicate type of use and number of occupants: _____

Relocation of occupants necessary? Yes No

Form of Site Control (Contract, Option): _____

Purchase Price: \$ _____ Appraised Value: \$ _____

Development Constraints: _____

Year of City's growth management allocation: _____

B. Environmental (Clearance may take a minimum of 3 months)

Reports/Studies Completed: _____

Proximity to Flood Plain: _____

Indicate presence of wetlands, vernal pools, endangered plant or animal species:

Other known environmental constraints: _____

C. Proposed Affordable Housing Project

Total number of units to be built: _____

Number of affordable rental units: _____

Number of affordable ownership units: _____

Number of units serving under 30% of median income: _____

Number of units serving 31% - 50% of median income: _____

Number of units serving 51% - 80% of median income: _____

Number of units serving over 80% of median income: _____

Number of units serving non-restricted income levels: _____

Note: All projects with sixteen or more units must include an on-site manager unit. Reference California Administrative Code Title 25, Section 42.

D. Itemization of Proposed Units

Bedroom Size	Sq. Ft. Size of Unit	# of Units	Targeted Income Level	Proposed Rent Amount	Comments
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	
				\$	

E. Monthly Allowance for Tenant-paid Utilities:

(Utility Allowance Chart available from staff)

	Indicate Gas Or Electric	Check if Paid By Tenant	Check if Paid By Owner
Space Heating	_____	<input type="checkbox"/>	<input type="checkbox"/>
Stove	_____	<input type="checkbox"/>	<input type="checkbox"/>
Water Heater	_____	<input type="checkbox"/>	<input type="checkbox"/>
Trash	_____	<input type="checkbox"/>	<input type="checkbox"/>
Water/Sewer	_____	<input type="checkbox"/>	<input type="checkbox"/>
Other	_____	<input type="checkbox"/>	<input type="checkbox"/>

Bedroom Size _____

Total Utility Allowance by Unit Size _____

Attach Utility Allowance Chart with applicable allowances circled.

F. **Project Management Company:** _____

Attach Project Management Company information and list of its references.

III. PROJECT COST

Land Cost \$ _____

Land Cost Per Acre \$ _____

Predevelopment Costs \$ _____

Soft Costs \$ _____

Hard Costs \$ _____

Total Project Cost \$ _____

Cost Per Unit Built \$ _____

IV. TOTAL PROJECT FINANCING

Amount of this loan request: \$ _____

Additional Housing Authority funding contemplated? If yes, amount: \$ _____

Amount of other permanent financing: \$ _____

Amount of cash or loans currently in project: \$ _____

Amount of owner's equity in project: \$ _____

Amount of Deferred Developer Fee \$ _____

TOTAL \$ _____

A. Financing Sources: *(Include all other financing--interim and permanent)*

EXISTING AND/OR COMMITTED FINANCING

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

INTERIM/CONSTRUCTION FINANCING

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

PERMANENT FINANCING

	1	2	3	4	5	6
Lender's Name & Address						
Contact Person & Phone #						
Purpose						
Name of Program						
Loan Amount						
Annual Payment						
Terms of Loan						
Date Applied						
Current Status of Application						
Conditions						

B. Administrative Costs

What are the administrative costs for this project and how will they be funded? _____

C. Development and Operations Proformas (Attach Project Proformas)

V. ATTACHMENTS

Please attach the following documents to the Loan Application: (If we have current, accurate copies on file you do not need to resubmit, only update).

- A. Project description and purpose narrative.
- B. List of references for other projects (see #I-D. page 1).
- C. List of board members and/or names of company officers, including addresses, phone numbers, employer, occupation.
- D. Copy of applicant's Articles of Incorporation, Bylaws or Partnership Agreement.
- E. Federal tax exempt determination letter, if applicable.
- F. Most recent audit report and current financial statement (within the last quarter). Reports should include balance sheets, revenue and expense statement, and statement of changes in fund balances.
- G. Resolution from Applicant's governing body authorizing the borrowing of funds from the Housing Authority of the City of Santa Rosa and authorizing execution of loan documents.
- H. Resolution from Applicant's governing body authorizing formation of limited partnership, if applicable.
- I. Project Proforma – projected for the proposed loan term.
- J. Utility Allowance Chart with applicable allowances circled.
- K. Evidence of land control (i.e., option, sale/purchase contract or escrow instructions).
- L. Evidence of land value. Provide appraisal or statement of value from other financing sources, if available.
- M. Area map of proposed site and site photos.
- N. Preliminary Title Report (within past six months).

- O. Environmental reports/studies.
- P. Funding commitment letters.
- Q. Project timetable.
- R. Agreements for rent subsidies, if applicable.
- S. Management company information and list of references.
- T. Budget for Housing Authority loan funds.
- U. Anticipated exit strategy at end of tax credit period, if applicable.

CERTIFICATIONS

Applicant hereby certifies:

1. Truth of Application

That the information submitted in this Loan Application and any supporting materials is true, accurate, and complete to the best of its knowledge.

2. Material Changes to Project

That the Applicant acknowledges that any material changes to the project not disclosed to and approved by the Housing Authority may result in termination of funding for the project. Material changes include but are not limited to: changes in the project's design, amenities, and number and size of units; changes to the development budget; changes to the proposed sales prices, rents or operating expenses; changes to the sources, amounts or terms of financing; changes to the ownership entity or key staff and consultants identified in this Loan Application; or changes to other Loan Application items.

3. Applications are Public Records

That the Applicant acknowledges that the information submitted as part of this loan application, except material considered confidential, may be made available to the public.

4. No Conflict of Interest

That the Applicant confirms that the Applicant nor any of its employees or other persons or entities affiliated with the Applicant have any financial relationship or position with the City of Santa Rosa, the Housing Authority of the City of Santa Rosa, or any of their respective officers, agents, employees and volunteers that would present a conflict of interest issue.

APPLICANT REPRESENTATIVE(S)

Name

Name

Title

Title

Signature

Signature

Date

Date