



- Construction
- Rehab
- Land Acquisition

## The Housing Fund Development Loan Application

**Applicant:** \_\_\_\_\_ **Tax ID #:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_

For Profit                       Non-profit

**Project/Site Name:**  
\_\_\_\_\_

**Project/Site Address and Legal Description:**  
\_\_\_\_\_  
\_\_\_\_\_

**Status of Site Control (i.e. Do you own the property?):** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Required Zoning:** \_\_\_\_\_

**# Units:** \_\_\_\_\_ **Estimated Rent/Sales Price:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor Telephone: Cell:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Project Summary:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Costs:**

**Cost of Property** \_\_\_\_\_

**Cost of Construction/Rehab** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Cost:** \_\_\_\_\_

**Loan Amount Requested:** \_\_\_\_\_

**Please attach the following:**

- **Project Proforma and Sources and Uses of Funds**
- **Detailed Project Timeline**
- **Detailed Project Description and Cost Estimate**
- **Commitment for Permanent Financing (Rental Projects)**
- **Copy of the Plans**
- **Summary of Development Team Experience**
- **Personal Financial Statement (See Attached)**
- **Copy of Contractors License and Insurance**
- **Copy of Construction/Rehab contract (If Available)**
- **501(c)(3) (If Applicable)**
- **LLCs, Nonprofits, or Partnerships must provide a Certificate of Resolution providing Authorization for Individuals to enter into a Debt Transaction and Sign on Behalf of the Business Entity**

**Contact The Housing Fund at 780-7000 with questions or for technical assistance.**

**THE HOUSING FUND**305 11th Avenue South  
Nashville, TN 37203**PERSONAL FINANCIAL STATEMENT**

Unless otherwise indicated below, this Financial Statement is provided in connection with a transaction where the Applicant is to be the sole borrower or sole guarantor, as applicable, and the information provided below is with respect to the sole assets and sole liabilities of the Applicant.

**PLEASE COMPLETE FULLY**

FINANCIAL CONDITION AS OF \_\_\_\_\_ 20\_\_

Name	Social Security #
Address	Birthdate
City/State	Time at Residence
Telephone #	Mobile Telephone #
Present Employer	Position
Employer's Address	Time at Employer
City/State	Business Telephone #

**PERSONAL BALANCE SHEET**

ASSETS	AMOUNT
Checking Account (Schedule A)	
Savings Account, CD's (Schedule A)	
Stocks/ Bonds/ Mutual Funds (Schedule B)	
Real Estate (Schedule C)	
Automobiles (Schedule G)	
Cash Value Life Insurance (Schedule D)	
Accounts and Notes Receivable (Sched. E)	
Household and Personal Assets (Sched. G)	
All Other Assets (Sched. G)	
<b>TOTAL ASSETS</b>	

LIABILITIES	AMOUNT
Credit Cards Payable (Schedule F)	
Real Estate Mortgages (Schedule C)	
Automobile Loans (Schedule G)	
Other Notes Payable (Schedule G)	
All Other Liabilities (Schedule G)	
<b>TOTAL LIABILITIES</b>	
<b>NET WORTH (TOTAL ASSETS - TOTAL LIABILITIES)</b>	
<b>TOTAL LIABILITIES &amp; NET WORTH</b>	

**SOURCES OF INCOME & CONTINGENT LIABILITIES**

SOURCES OF INCOME	AMOUNT
Salary	
Bonus and Commissions	
Dividends / Interest	

CONTINGENT LIABILITIES	AMOUNT
As Endorser, Co-maker or Guarantor	
On Leases or Contracts	
Suits or Legal Claims Against You	



SCHEDULE E: Notes, Real Estate Contracts & Mortgage Receivables (Attach a separate schedule if more space is needed)								
Name of Payer	Original Amount	Present Balance	Total Annual Payments	Collateral	Value of Collateral	Source of Valuation	Debt Against Contract	Total Annual Payments

SCHEDULE F: Credit Card Payables (Attach a separate schedule if more space is needed)				
Name of Issuer	Account Number	Credit Limit	Present Balance	Monthly Payment

SCHEDULE G: Automobiles, Personal Property, & All Other Assets and Liabilities (Attach a separate schedule if more space is needed)						
Type of Asset	Cost	Present Value	Source of Valuation	Debt Against this Asset	Debt Owed to	Annual Payments

**GENERAL INFORMATION**

Explanation:		
Have you ever filed for Bankruptcy?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a partner or officer in any other venture?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you a defendant in any suit or legal action?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you any judgments against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been Convicted of a Felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

1. The Applicant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local); and
  - (d) have not within a three-year period preceding this application had one or more public transactions (Federal, State or local) terminated for cause or default,
2. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this proposal.

This information and the information provided on all accompanying financial statements and schedules is provided for the purpose of obtaining credit for the Applicant. Applicant acknowledges that representations made in this Statement will be relied on by The Housing Fund (THF) in its decision to grant such credit. This Statement is true and correct in every detail and accurately represents the financial condition of the Applicant on the date given below. THF is authorized to make all inquiries deemed necessary to verify the accuracy of the information contained herein and to determine the creditworthiness of the Applicant, whether personal, business, or otherwise. THF is further authorized to verify credit history with Credit Reporting Agencies and any other sources THF may deem necessary concerning credit, whether personal, business or otherwise, or employment. Applicant will promptly notify THF of any subsequent changes which would affect the accuracy of this Statement. The THF is further authorized to answer any questions about THF's experience with the Applicant. Applicant is aware that any knowing or willful false statements regarding the value of the above property for purposes of influencing the actions of the THF can be a violation of Federal Law 18 U.S.C Sec. 1014 and may result in a fine or imprisonment or both.

**By signing below, the Applicant declares that he/she has read and understands the statement above.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Signed

## Authorization to Release Information

Authorization is hereby granted to **The Housing Fund, Inc.**, hereinafter referred to as "Lender," and the mortgage guaranty insurer (if applicable), to verify my past and present employment earnings records, bank accounts, stock holdings, and any other financial assets needed to process my mortgage loan application. I further authorize Lender and the mortgage guaranty insurer (if applicable), to order a consumer credit report and verify other credit information including past and present mortgage and personal/professional references. It is understood that a photocopy of this form will also serve as authorization.

Information obtained is only to be used in the processing of my application for a mortgage loan or as part of the Lender's and mortgage guaranty insurer's quality control program.

I/We authorize you to provide to Lender, to any investor to whom Lender may sell my mortgage, and the mortgage guaranty insurer (if applicable), any and all information and documentation that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances; credit history; and copies of income tax returns.

Lender, any investor that purchases the mortgage, and the mortgage guaranty insurer (if applicable) may address this authorization to any party named in the loan application.

Mortgage guaranty insurer (if any): \_\_\_\_\_

Privacy Act Notice: The information to be obtained will be used by the lender and any federal agency insuring, guaranteeing or purchasing the mortgage to determine whether you qualify as a prospective borrower under the lender's and the agency's underwriting standards. The information will not be disclosed outside the lender and federal agency without your consent except to the person or company verifying the information including, but not limited to, your employer, bank, lender and any other credit reference as needed to verify other credit information and as permitted by law. You do not have to give us this information, but if you do not, your mortgage loan application may be delayed or rejected. The information we will obtain is authorized by Title 38, U.S.C., Chapter 37; and 12 U.S.C., Section 1701 et. Seq. (if HUD/FHA).

Right to Financial Privacy Act: I acknowledge that this is notice to me as required by the right to financial privacy act of 1978 that the veterans administration (in the case of a VA loan) or department of housing and urban development (in the case of an FHA loan) has a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to me/us. Financial records involving my/our transactions will be available to the VA (in the case of a VA loan) or to HUD (in the case of an FHA loan) without further notice or authorization but will not be disclosed or released to another government agency or department without my/our consent, except as required or permitted by law.

### CERTIFICATION FOR ALTERNATIVE DOCUMENTATION PROGRAMS

The undersigned certify the following:

1. I/We have applied for a mortgage loan from **The Housing Fund, Inc.**, hereinafter referred to as "Lender." In applying for the loan, I/We completed a loan application containing various information on the purpose of the loan, the amount and source of the down payment, employment and income information, and assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/We omit any pertinent information.
2. I/We understand and agree that the Lender reserves the right to change the mortgage loan review process to a full documentation program. This may include verifying the information provided on the application with the employer and/or the financial institution.
3. I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this mortgage, as applicable under the provisions of Title 18, United States Code, Section 1014.

\_\_\_\_\_  
Applicant's Signature                      (Date)                      Social Security Number

\_\_\_\_\_  
Applicant's Signature                      (Date)                      Social Security Number

## Customer Privacy Statement

Our top priority is to provide you, our customer, with outstanding products and services. This notice provides information to you about how we collect, disclose, and protect "nonpublic personal information" we obtain about you in the course of our business together. When we use the term "nonpublic personal information" in this notice, we mean personally identifiable information that is not publicly available.

**Information we may collect.** We collect nonpublic personal information about you from the following sources:

- Information we receive from you on loan applications and related forms which may include your address, telephone number, employment, assets, income, debt, etc.
- Information about your transactions with us, our affiliates, or others.
- Information we receive from a consumer-reporting agency, banks, appraisers, your property insurance coverage and employers.

**Our disclosure policy.** We do not disclose any nonpublic personal information about our customers or former customers to anyone except as permitted by law.

We may disclose all of the information we collect, as described above, about our customers and former customers to third parties that perform services and functions, including marketing services, on our behalf. For example, we may disclose information about you to third parties that assist us in servicing or maintaining your loan account, such as billing you for loan payments. We may also disclose information about you to governmental entities, such as sending customer reports to our funding agencies, and to other third parties such as credit bureaus, or in response to subpoenas; however, **we do not sell customer information to non-affiliated third parties for marketing purposes.**

**How we protect your information.** We restrict access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with government regulations to guard your nonpublic personal information. To protect our customer's privacy, we only work with companies that agree by contract to maintain strong confidentiality protections and limit the use of information we provide. We do not permit these companies to sell to third parties the information we provide to them.

**This policy may change.** We reserve the right to change our privacy policy notice from time to time without prior notice to you, unless law requires prior notice.

Please call if you have any questions, because your privacy and our professional ethics are very important to us.

By Signing below, the Applicant declares that he/she has read and understands the above statement.

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Signature of Applicant

Date Signed