

LANDLORD'S RESPONSIBILITIES AND EXPECTATIONS
CITY OF SAINT PAUL RENTAL REHAB LOAN PROCESS

You are applying for a City of Saint Paul Rehab Loan with the Planning and Economic Development (PED) Department. This program must comply with the following: (a.) City of St. Paul Vendor Outreach Program, (b.) Affirmative Action, (c.) other local and federal regulations whenever applicable.

1.	Repayment Terms This loan will be secured with a note and a mortgage at zero (0%) interest. Loan payment will be amortized over 10 years. Loan may be due in full if the borrower sells or transfers title, or fails to comply with any of the other requirements as defined in the loan documents.
2.	Application (Cost to Owner: Non-Refundable \$50 Application Fee) Owner completes application, provides a scope of work, and returns to PED staff along with application fee. PED project manager processes application. If approved, Owner receives a Commitment Letter and is assigned to a Rehab Advisor to develop the final scope of work.
3.	Initial Inspection Your case is assigned to a Rehab Advisor who performs the initial assessment and approves or adjusts the scope of work. These adjustments may include additional work to bring the property up to Health and Safety based on EPA standards regarding lead safety, or to address Historic Preservation and environmental guidelines where necessary. The Rehab Advisor may also take pictures of the work to be performed (before pictures). The rehab advisors are required to inspect interior of the building to confirm the units meet minimum housing quality standards.
4.	Scope of Work and Bidding Owner must identify at least (2) two Minnesota State licensed General Contractors to bid on the project (to verify, contact the Minnesota Department of Labor and Industry, 651-284-5034). At least (1) of the Contractors identified to bid must be certified under the City of St. Paul Vendor Outreach Program (See website www.govcontracts.org).
5.	Final Bid Package Owner receives bids from contractor and makes a recommendation for the lowest responsible bidder. Owner sends all the bids received to Rehab Advisor for PED filing. Rehab Advisor approves contractor selection. If only (1) Contractor response is received, the Rehab Advisor will perform a written cost analysis to assure the bid is cost reasonable.
6.	Final Loan Approval and Loan Closing (Cost to Owner: Recording Fees \$46 and Closing Fees \$200 per loan; \$246 total) Project Manager obtains final approval on loan file. Project Manager conducts loan closing with Owner and collects closing and recording fees.
7.	Construction Notice to Proceed is issued to Contractor by Rehab Advisor. Contractor schedules start date and construction commences. Interim draw requests are signed by Owner and submitted to Rehab Advisor with 10% retained until completion of project. Owner should not conduct other rehab or demolition work during the construction period under this contract. Rehab Advisor may take ongoing construction pictures.
8.	Final Payment to Contractor Owner signs final draw request authorizing final payment to Contractor. Rehab Advisor performs final inspection and approves the final draw request. Rehab Advisor may take after construction pictures of the premises.

9.	Summary of Loan Processing Costs to Owner	
	\$ 50.00	Application Fee (non-refundable)
	\$ 200.00	Closing Fee per loan paid at Loan Closing. Can be financed with loan.
	\$ 46.00	<u>Recording Fees per loan paid at Loan Closing. Cannot be financed with loan.</u>
	\$ 296.00	TOTAL

I hereby acknowledge receipt of this “Landlord’s Responsibilities and Expectations” and agree to comply with all program rules and regulations.

Owner

Date

Owner

Date