

**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT  
OF THE CITY OF SAINT PAUL, MINNESOTA  
Application for Rental Rehabilitation Loan Financing**

Date: \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**1. APPLICANT DATA**

Applicant Name: \_\_\_\_\_

\_\_\_\_\_ Corporation ((State of incorporation): \_\_\_\_\_)

\_\_\_\_\_ Partnership

\_\_\_\_\_ Sole proprietorship

\_\_\_\_\_ Other (Specify: \_\_\_\_\_)

Telephone number: \_\_\_\_\_

List of major stockholders, partners, or principals: \_\_\_\_\_

Race/Ethnicity: \_\_\_\_\_

Applicant's authorized representative:

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Applicant's legal counsel (If any):

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Indicate name and address of financial references:

Bank: \_\_\_\_\_

Commercial mortgage: \_\_\_\_\_

Been in bankruptcy?  Yes  No

Defaulted on any loan, bond or mortgage commitment?  Yes  No

(If Applicant answered 'Yes' to either of the above, see Exhibit D of Addendum)

Attach here a brief description of the type of business engaged in by Applicant, as well as the organizational structure, history, experience and annual sales and income of Applicant for the past three years (attach additional pages if necessary): \_\_\_\_\_

Outstanding principal amount of loans or revenue bonds issued by City, Port Authority, or HRA to finance a facility of which Applicant or any related person to Applicant is or has been a principal user during previous three years: \_\_\_\_\_

List any projects financed through the HRA or Port Authority in which applicant, if an individual, officers or majority stockholders of a corporation, or any existing or prospective general partner has participated:

\_\_\_\_\_

List any projects owned or managed by the Applicant within the City of Saint Paul and length of time owned or managed: \_\_\_\_\_

\_\_\_\_\_

List any previous improvements or upgrades made to the above projects: \_\_\_\_\_

\_\_\_\_\_

## 2. PROJECT DATA

Location of Project: \_\_\_\_\_

Description of Project: \_\_\_\_\_

Amount of real estate taxes currently paid on site of Project: \_\_\_\_\_

**Total principal amount of funds which Applicant is requesting for Project:** \_\_\_\_\_

Timing:

Proposed construction start: \_\_\_\_\_

Proposed construction end: \_\_\_\_\_

Additional information as required by PED:

Completed Exhibits A-J

**The Applicant agrees to pay the Department of Planning and Economic Development a \$250.00 non-refundable application fee at the time of submission of this Application.**

**Should the HRA provide rehabilitation loan financing to the above stated project, the Applicant agrees to pay the HRA at the time of closing an amount of \$46 or equal amount of the recording fee.**

It is hereby understood that submission of this application for a rehabilitation loan imposes no obligation upon the HRA, City of Saint Paul, or the Department of Planning and Economic Development to provide a loan; and it is only the obligation of PED's staff to make a recommendation to the HRA Executive Director regarding the making, terms, and conditions of a loan since only the HRA has the exclusive power to make a final determination on the making of a loan.

It is hereby understood that neither the HRA nor City of Saint Paul, Minnesota is liable for any costs

incurred in the preparation or presentation of this Application.

All Application and supporting materials and documents (including before and after pictures of the rehabilitation work) will remain the property of the HRA. All such materials may be subject to disclosure and/or public review under applicable provisions of state law.

The Applicant certifies that this Application, including the Exhibits, is true, correct and complete to the best of their knowledge and belief.

By: \_\_\_\_\_

Its: \_\_\_\_\_

**DO NOT PERMIT CONTRACTORS TO START WORK ON YOUR PROPERTY BEFORE  
LOAN CLOSING. WORK STARTED BEFORE LOAN CLOSING IS NOT ELIGIBLE**

### **Addendum to Application**

#### **HOUSING AND REDEVELOPMENT AUTHORITY OF THE CITY OF SAINT PAUL, MINNESOTA**

For the proposed financing requested in the Application for the Rental Rehabilitation Loan, the following additional current data (in as much detail as possible) needs to be submitted as part of the Application and identified as the listed lettered EXHIBITS. (Where there is a duplication of information requested in the Application and the Exhibits listed in this Addendum, the information in the Application should be a summary of detailed information submitted in the Exhibits.)

#### **EXHIBITS**

##### **A. PROJECT DESCRIPTION**

Include a narrative description of the project including past improvements and/or past desired improvements and reasons they were not executed. Include a description of proposed services or amenities that would improve quality of life for residents or improve the property's DSI classification. Include any other details that might be relevant.

##### **B. PROJECT SCHEDULE**

##### **C. FINANCIAL STATEMENTS OF THE PRINCIPALS/GENERAL PARTNERS OF THE PROJECT**

For delinquencies or defaults on any public debts, such as tax liens, federally insured student loans, child support payments, or judgments, provide at least a 6-month payment history on an established repayment

plan, approved by the creditor. Applicants who have filed a Chapter 13 bankruptcy must receive approval from the bankruptcy court to take on additional debt if the bankruptcy has not been discharge or cannot apply for one year after the date of discharge of the Chapter 13 bankruptcy. Applicants who have filed a Chapter 7 bankruptcy cannot apply for one year after the date of discharge and cannot have any payment problems since the date of discharge.

D. DETAILED PROJECT DEVELOPMENT/CONSTRUCTION BUDGET

E. SOURCES AND USES OF FUNDS STATEMENT

F. REFERENCE FROM DISTRICT COUNCIL

G. DETAILED UNIT BREAKDOWN

Include unit mix, size of units, and proposed project and gross rents.

H. SCOPE OF WORK

I. TENANT DATA

Provide historical occupancy rates. Provide a breakdown of the current tenant population by racial/ethnic classification, income, household size, single head of household, and age. A site occupant record is attached and is to be completed for each occupied tenant.

J. COMPLIANCE

All projects must comply with all applicable Federal, State, and Local regulations and requirements. (Below are some, but not all, of the regulation that may or may not be required.):

W-1. Vendor Outreach Program

W-2. Affirmative Action Requirement