



**Department of
Planning and
Economic Development**
stpaul.gov/PED

Rental Rehabilitation Loan Program Checklist

To have a successful application for the Rental Rehabilitation Loan Program, applicants must have the following completed and delivered in person or by mail or by email:

- An application processing fee in the amount of \$50.00 in the form of a non-refundable check or money order paid to the order of the “City of Saint Paul”.
- Complete Application Form, including:
 - Signed Landlord’s Responsibilities and Expectations
 - Signed Authorization to Release Information
- Supporting documentation requested in Exhibits A-E:
 - Exhibit A: Financial Statements and Supporting Documentation*
 - Individuals: 2-year Federal Income Tax Returns as filed with IRS (including W-2s and/or 1099s); 3-months of most recent bank statements
 - Corporations: Financial statements of Principals/General Partners; 3-year Federal Income Tax Return for an S Corporation (including 1120-S)
 - All Applicants:
 - Projected incomes and expenses on the property for the next 3 years (including rent projections)
 - A copy of your current insurance declaration on the property
 - Exhibit B: Two bids from two different licensed contractors in the State of Minnesota that include the description of work and the budget
 - Exhibit C: Tenant Data (Site Occupant Record Form)
 - Exhibit D: Written and signed reference from District Council where your property is located
 - Exhibit E: Any applicable compliance for larger scale projects

Please note: After the scope of work is approved by City staff, you will be asked to submit a signed agreement between Owner and Contractor.

*For applicants who have purchased the property on a Contract for Deed: Please include a copy of the Contract for Deed that has been recorded at Ramsey County Property Taxes in your application, along with a letter from the Contract Holder stating willingness to sign the mortgage and the note.

*For applicants who are self-employed: Please provide a year-to-date financial income statement with one-year worth of Federal Income Taxes that also include all schedules filed to the IRS in your application.

*For applicants who have delinquencies, defaults, or have filed bankruptcy: 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.

<p>After applicants submit all of the required documentation, the application review process takes approximately two weeks</p>

The application packet can be emailed to Jules Atangana, delivered in person or delivered by mail to:

Rental Rehab Loan Program
Attn: Jules Atangana
Suite 1100
25 West Fourth Street
Saint Paul, MN 55102

More information about this program can be found at: stpaul.gov/RentalRehabLoan

Questions can be sent to Jules Atangana at 651-266-6552 or jules.atangana@ci.stpaul.mn.us