



**Loan Application**

**Borrower Information**

Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name/Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Tax ID #: \_\_\_\_\_ Tax Status: \_\_\_\_\_

**Sponsor Information (if applicable)**

Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name/Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Tax ID #: \_\_\_\_\_ Tax Status: \_\_\_\_\_

**Project Details**

|                         |       |
|-------------------------|-------|
| <b>Project Name:</b>    | _____ |
| <b>Project Address:</b> | _____ |

**Unit Mix**

|                   | Units at 30% AMI | Units at 50% AMI | Units at 60% AMI | Units above 60% AMI |
|-------------------|------------------|------------------|------------------|---------------------|
| <b>Studios</b>    |                  |                  |                  |                     |
| <b>1 Bedrooms</b> |                  |                  |                  |                     |
| <b>2 Bedrooms</b> |                  |                  |                  |                     |
| <b>3 Bedrooms</b> |                  |                  |                  |                     |
| <b>4 Bedrooms</b> |                  |                  |                  |                     |

**Total Number of Units:**

**Total Development Cost:**

|                                                |       |
|------------------------------------------------|-------|
| <b>Requested Total Loan Amount:</b>            | _____ |
| <b>Loan Purpose (i.e., Predev, Land Acq.):</b> | _____ |
| <b>Requested Closing Date:</b>                 | _____ |
| <b>Requested Term:</b>                         | _____ |
| <b>Secured or Unsecured?</b>                   | _____ |

The undersigned, being authorized to submit this application on behalf of named sponsor, hereby represents and certifies the information provided in this application, to the best of his/her knowledge, is true, complete, and accurately describes the proposed project

Signature: \_\_\_\_\_

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

**PROJECT NARRATIVE**

Please describe in detail the project components as they have been established to date, as detailed below. Please feel free to attach additional sheets and utilize documents provided to other funders (ex. OHCS funding applications, etc.)

**Project Description:**

**Project Equity (Goals, Planning, Partners, etc.):**

**Site and Neighborhood Description:**

**Sponsorship:**

**Development Team:**

**Supportive Services:**

**Market Assessment:**

**Financing, Development and Operating Budgets:**

**Project Risk:**

**Project Timeline:**

| <b>Event</b>                                      | <b>Date</b> |
|---------------------------------------------------|-------------|
| Feasibility Analysis Begins                       |             |
| Feasibility Complete – Ready to Apply for Funding |             |
| Site Control                                      |             |
| Site Acquisition                                  |             |
| CHF Loan Commitment                               |             |
| CHF Loan Closing                                  |             |
| CHF Loan Repayment                                |             |
| Anticipated Local Funding                         |             |
| Anticipated State/Federal Funding                 |             |
| Construction Loan Closing                         |             |
| Construction Completion/C of O                    |             |
| Lease Up/Sale of Units Complete                   |             |

**Required Attachments:**

- Borrower’s organizational Equity Statement, Equity Policy/Plan, and Equity Lens or Filter
  - Please feel free to note if any of these are in-work
- Project Equity Plan
- CHF Equity Questionnaire
- Predevelopment Budget
- Development **and** Operating Budgets
- Audited Financial Statements – Most Recent Three Years
- Most Recent Interim Financials
- REO Schedule (if applicable)
- Detailed Project Timeline (can be attached in lieu of completing the Project Timeline table above)
- All Studies and Reports Already Commissioned (Phase I Environmental , GeoTech and Soil Studies, etc.)