



Community Housing Fund
 3700 SW Murray Blvd., #2200
 Beaverton, OR 97005
 503.846.5794

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

Project Name:	_____
Project Address:	_____

Unit Mix

	Units at 30% AMI	Units at 50% AMI	Units at 60% AMI	Units above 60% AMI
Studios				
1 Bedrooms				
2 Bedrooms				
3 Bedrooms				
4 Bedrooms				

Total Number of Units: _____

Total Development Cost: _____

Requested Total Loan Amount:	_____
Loan Purpose (i.e., Predev, Land Acq.):	_____
Requested Closing Date:	_____
Requested Term:	_____
Secured or Unsecured?	_____

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:

Event	Date
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 , Geo Tech and Soil Studies, etc.)