

## Required Read Me Form

Please do not proceed to application form  
without reading and initialling each item below.

**IN ORDER TO SAVE FORM, YOU MUST DOWNLOAD IT TO YOUR COMPUTER.  
PLEASE READ AND INITIAL EACH BOX.**

---

- I agree to read/review the entire loan application before I begin working on it.
- I understand that the loan application fee is \$500.00, payable to the Midlands Housing Trust Fund.  
*The application fee will be deposited once your application has been submitted to the loan committee. We will notify you once your check has been deposited.*
- I understand that the \$500 application fee is non-refundable.
- I understand that the Midlands Housing Trust Fund does not provide financial or other assistance to individuals.
- I agree to only use the pro forma spreadsheets available on the Midlands Housing Trust Fund website for my development and other budgets.  
*You will find these spreadsheets under the Apply for a Loan section on our website.*
- I am aware that Firefox browser does not support fillable PDFs of the MHTF application form.  
*You may use Google Chrome, Safari, Internet Explorer, etc.*
- I understand that loan origination fees are non-negotiable.
- I understand that all loan closing cost (borrower's and lender's) are borne by the borrower.  
*MHTF uses the McNair Law Firm for all loan closings.*
- I understand that origination fees and lender's closing costs are deducted from the loan proceeds at closing (unless prior arrangements have been made).
- I understand that the MHTF is required to collect impact data annually on occupants of housing financed by MHTF.
- I understand that the MHTF requires an affordability covenant on all units financed by the MHTF.  
*This means that the unit(s) must remain affordable for households at or below 80% of area median income for a typical period of no less than 20 years.*
- I understand that the MHTF does not finance any housing units not targeted to serve households at or below 80% of area median income.  
*If mixed income and/or use of development is planned, MHTF will only finance those units.*
- I agree to provide a certified and complete Business Scored Credit Report. If the MHTF has to pull a credit report for you, a \$250 fee will be assessed.  
*Credit reports from Experian, Transunion, Dunn & Bradstreet, etc. are acceptable as long as they include an overall credit score.*

**PROCEED  
TO APPLICATION**

# Exhibit A. Loan Application Form\*

IN ORDER TO SAVE FORM, YOU MUST DOWNLOAD IT TO YOUR COMPUTER.

SECTION 1: LOAN SUMMARY				
<b>1 LOAN TYPE</b>				
	Predevelopment	Bridge	Gap	Permanent
<b>2 ACTIVITY TYPE (Select All that Apply)</b>				
	Acquisition	Infrastructure	Construction/ Redevelopment	Rehabilitation
<b>3 UNIT TYPE (Select All that Apply)</b>				
	Homeownership Single Family	Rental Multi Family	Homeownership and Rental Mixed Use	Transitional Mixed Income
<b>4 PROJECT COST</b>				
TOTAL PROJECT COST: _____				
<b>5 LOAN TERMS</b>				
Amount Requested: _____				
Loan Term Requested: _____				
When do you need the funds? _____				
How will you repay the MHTF loan?		Construction Financing	Permanent Financing	
Source of Committed Funds _____				
What collateral is offered? _____			Valuation of collateral: _____	Less prior liens: _____
SECTION 1B: SUBSIDY SECTION (IF AVAILABLE*)				
Amount Requested: _____				
When do you need the funds? _____				
Why do you need subsidy funds? _____				
*MHTF will keep 25% of its unrestricted capital funds available for subsidies, most of these subsidies will be used for the Home Buyer Assistance program.				
SECTION 2: ORGANIZATION SUMMARY				
<b>1 APPLICANT INFORMATION (IF MORE THAN ONE APPLICANT, FILL OUT SECTION 3 FOR EACH APPLICANT AND INCLUDE ATTACHMENTS)</b>				
Applicant Name: _____				
Contact Name And Title: _____				
Street Address: _____				
City And State: _____				
Zip Code: _____				
Telephone Number: _____				
Fax Number: _____				
Email Address: _____				
Federal Tax Identification #: _____				
Developer Status:		Non-Profit For Profit	Joint Venture Government Entity	
<b>2 ORGANIZATIONAL CAPACITY</b>				
Please provide a brief history of the applicant, related experience, and a description of previous projects successfully completed. If the applicant is <u>not</u> the developer, provide this information for both the applicant and the developer.				

# Exhibit A. Loan Application Form

### 3. REFERENCES

1)	Name _____	Email Address _____	
	Address _____	Telephone Number _____	
	Prior Project(s) in which reference has participated: _____		
2)	Name _____	Email Address _____	
	Address _____	Telephone Number _____	
	Prior Project(s) in which reference has participated: _____		
3)	Name _____	Email Address _____	
	Address _____	Telephone Number _____	
	Prior Project(s) in which reference has participated: _____		

## SECTION 3: PROJECT SUMMARY

### 1. PROJECT INFORMATION

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

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

City and State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

TMS Number: \_\_\_\_\_

Census Tract: \_\_\_\_\_

Legislative District Number: \_\_\_\_\_ SC Senate \_\_\_\_\_ SC House \_\_\_\_\_ US Congress \_\_\_\_\_

### 2. PROJECT DISCUSSION

Include a brief discussion of the project for which you are seeking funding. Your discussion should incorporate, but not be limited to: a description of the activity, size and scope of the project; the project location and why it is appropriate; the impact of the project on the neighborhood; anticipated funding sources; when the project construction will begin and when it will be completed. Include other relevant issues not discussed elsewhere in the application.

### 3. HOUSING UNITS

The Recipient shall create \_\_\_\_\_ (number) \_\_\_\_\_ housing units,

of which (number) \_\_\_\_\_ will be affordable to very low income households, (50% of median and below)

(number) \_\_\_\_\_ will be affordable to low income households, (51% to 80% of median)

(number) \_\_\_\_\_ will be affordable to moderate income households, (81% to 120% of median)

and (number) \_\_\_\_\_ will be market rate.

### 4. MHTF FINANCED UNITS

MHTF will finance \_\_\_\_\_ housing units,

of which (number) \_\_\_\_\_ will be affordable to very low income households, (50% of median and below)

(number) \_\_\_\_\_ will be affordable to low income households, (51% to 80% of median)

(number) \_\_\_\_\_ will be affordable to moderate income households, (81% to 120% of median)

### 5. UNIT DESCRIPTIONS

# Units	# Bedrms/Baths	Sq. Ft.	Sales/Rental Price	Moderate, Low, or Very Low

# Exhibit A. Loan Application Form

## SECTION 4: DEVELOPMENT TEAM

### 1. DEVELOPER

Please identify the project developer(s) and other members of the development team. If more than one firm or individual is being identified, please indicate for what portion or phase of the project they will be responsible.

Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____
Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____
Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____

### 2. CONTRACTOR/BUILDER

Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____

### 3. ARCHITECT

Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____

### 4. CONSULTANT/PLANNER

Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____

### 5. PROJECT COORDINATOR

Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____

### 6. ATTORNEY

Organization _____	Contact Person _____
Address _____	Telephone Number & Email Address _____
City, State, Zip Code _____	Responsibility _____



# Exhibit A. Loan Application Form

## 5. ARCHITECTURAL AND SITE PLANS (If Available)

Status of Site Plans	Conceptual Only	<input type="checkbox"/>	Preliminary	<input type="checkbox"/>	Final	<input type="checkbox"/>
Status of Architectural Plans	Conceptual Only	<input type="checkbox"/>	Preliminary	<input type="checkbox"/>	Final	<input type="checkbox"/>

## SECTION 6: ENERGY EFFICIENCY, ENVIROMENTALLY FRIENDLY STRATEGIES

### 1. Check all of the following certifications you are seeking to obtain for your project and explain each checked item.

- LEED
- Earth Craft
- Energy Star
- Green Communities
- NAHB

### 2. Check all of the following strategies you have incorporated into your project and explain each checked item.

- Use durable materials to minimize maintenance cost, e.g. long lasting exterior finish materials.
- Increase energy and water efficiency by using:
- Properly sized high efficiency Energy Star-compliant heating, cooling, and hot water equipment
- Fully sealed duct system, insulated pipes, water heater jackets
- Passive solar Strategies
- Low e/ low-solar-gain windows
- Water efficient shower heads and toilets
- Energy Star-compliant appliances
- Energy efficient lighting using day lighting when possible and Energy Star compliant lighting fixtures
- Home Energy Rating System (HERS) testing
- Other:
- Increase health and safety with:
- Low toxicity interior paints, finishes, carpets
- Effective mechanical ventilation
- Other:

### 3. Explain each checked item above.

## SECTION 7: MARKET/NEEDS ASSESSMENT

### INTENDED POPULATION

What is the population that you intend to serve with this project? Check all that apply

#### Income Level

<input type="checkbox"/>	Extremely Low Income Household (30% and below of AMI)	<input type="checkbox"/>	Low Income Household (51% to 80% of AMI)
<input type="checkbox"/>	Very Low Income Household (31% to 50% of AMI)	<input type="checkbox"/>	Moderate Income Household (81% to 120% of AMI)

#### Household Information

<input type="checkbox"/>	Single Parent Household	<input type="checkbox"/>	Female Head of Household
<input type="checkbox"/>	Senior Head of Household (Age 62 or older)	<input type="checkbox"/>	Dual Income Household
<input type="checkbox"/>	Disabled Household Member	<input type="checkbox"/>	Homeless

# Exhibit A. Loan Application Form

## 2. SITE SELECTION

Why did you select this site for your project?

## 3. OCCUPANTS

From what geographic area do you anticipate drawing occupants for this project?

## 4. SALES/RENTS OF SIMILAR UNITS IN THE AREA

# of Bedrooms	# of Bathrooms	Market Price or Rent	Your Proposed Sale Price or Rent

What methodology did you use for determining the values listed above?

## 5. SOURCES OF INFORMATION

Sources of Evidence of Project Need in Neighborhood	Check all that apply.	Provide contact person name where appropriate.
Area Realtors	<input type="checkbox"/>	_____
Neighborhood Groups, Churches, Other Developers	<input type="checkbox"/>	_____
Waiting List Data from Municipal or County Housing Authority	<input type="checkbox"/>	_____
Waiting List Data from Section 8 Program	<input type="checkbox"/>	_____
Waiting List Data from Other Affordable Housing Developments	<input type="checkbox"/>	_____
Census Data	<input type="checkbox"/>	_____
Other Source of Information _____ (please specify)	<input type="checkbox"/>	_____
Market Assessment/Analysis _____ (please specify)	<input type="checkbox"/>	_____

## 6. NEIGHBORHOOD DESCRIPTION

How would you describe the neighborhood? Check all that apply.

- |  |                                      |                                |
|--|--------------------------------------|--------------------------------|
| Severely Blighted <input type="checkbox"/> | Gentrifying <input type="checkbox"/> | Urban <input type="checkbox"/> |
| Blighted <input type="checkbox"/>          | Well Kept <input type="checkbox"/>   | Rural <input type="checkbox"/> |

# Exhibit A. Loan Application Form

## SECTION 8: RESOLUTION (To Apply for and Accept MHTF Funds)

**WHEREAS** \_\_\_\_\_ (the applicant) desires to apply for and obtain a \_\_\_\_\_ (loan, affordable housing subsidy) from The Midlands Housing Trust Fund, Inc. in the amount of \$ \_\_\_\_\_ for the purpose of \_\_\_\_\_ (project activity) in the \_\_\_\_\_ project name.

**BE IT THEREFORE RESOLVED**, that \_\_\_\_\_ (the applicant) hereby authorize the application for and the execution of a contract for the receipt of such a loan, and does further, upon the execution of such a contract, authorize the expenditure of such funds pursuant to the terms of said contract between the applicant and MHTF.

**BE IT FURTHER RESOLVED** that the persons whose names, titles and signatures appear below are authorized to sign the application and that they or their successors in said titles are authorized to sign the contract and any other documents necessary in connection therewith:

**SIGNED**

\_\_\_\_\_

**NAME**

\_\_\_\_\_

**TITLE**

**SIGNED**

\_\_\_\_\_

**NAME**

\_\_\_\_\_

**TITLE**

### Board of Directors Certification (if applicable)

I, \_\_\_\_\_ (Name of Secretary, CFO), hereby certify that at a meeting of the \_\_\_\_\_ (Governing Body) held on \_\_\_\_\_ (Date) the above resolution was duly adopted.

\_\_\_\_\_

**DATE**

\_\_\_\_\_

**SEAL OR NOTARY**



## ATTACHMENTS CHECKLIST

Complete and submit forms for all sections of the application. All attachments are required except those listed as “if applicable.” Place attachments at the end of the application in the following order. Label each attachment with the section and title that identifies it in the application. Check all attachments you are submitting. Application is complete when all sections are filled out and all appropriate attachments are included along with a nonrefundable application fee of \$250. Only complete applications will be considered.

SECTION 1	LOAN SUMMARY
	<input type="checkbox"/> Development Budget Worksheet <input type="checkbox"/> Operating Pro Forma Worksheet <input type="checkbox"/> Sources and Uses Worksheet <input type="checkbox"/> Affordability Worksheet
SECTION 2	ORGANIZATION SUMMARY (IF MORE THAN ONE APPLICANT, FILL OUT SECTION 2 FOR EACH APPLICANT AND INCLUDE ATTACHMENTS)
	<input type="checkbox"/> Copy of 501(c)(3) Designation Letter (if applicable) Copy of Articles of Incorporation (if applicable) Certificate of Good Standing from the SC Secretary of State <input type="checkbox"/> If developer is a 501(c)(3) non-profit corporation attach list of the Board of Directors and the staff <input type="checkbox"/> W-9 Request for Taxpayer Identification Number and Certification <input type="checkbox"/> Copy of Annual Report (if applicable) <input type="checkbox"/> Copy of Most Recent Audited Financial Statement (if applicable) <input type="checkbox"/> Dunn & Bradstreet Report and Scored Credit Report on all principals <input type="checkbox"/> Status of other Projects <input type="checkbox"/> Three years of Tax Returns and Current Year to Date Financial Statements <input type="checkbox"/> List any litigation the company or its principals are involved in or litigation on the project and the disposition of this litigation
SECTION 3	PROJECT SUMMARY
	<input type="checkbox"/> Attach maps of the neighborhood that clearly show the project site and the project’s location within the municipality <input type="checkbox"/> Attach photographs of the site and structures, if available, and the adjacent properties <input type="checkbox"/> Directions to project site
SECTION 4	DEVELOPMENT TEAM
	<input type="checkbox"/> Resumés and relevant experience of the developer, contractor/builder, and the consultant/ planner (if applicable.)
SECTION 5	PROJECT TIMETABLE
	<input type="checkbox"/> Attach copies of all available documents referenced in this section: <input type="checkbox"/> A copy of site control documentation and deed restrictions Title (if applicable) <input type="checkbox"/> A copy of the executive summary and/or conclusions of asbestos removal, paint removal, and/or environmental or soil surveys <input type="checkbox"/> Copies of additional approvals <input type="checkbox"/> For new construction, attach conceptual plans <input type="checkbox"/> For rehabilitation or adaptive reuse of a vacant building, attach work write-up(s) and cost estimate and attach certification from a licensed architect or engineer that the building is structurally sound and appropriate for the intended use and that the reconstruction is achievable or within the cost structure proposed in this application <input type="checkbox"/> Supplement this information to the greatest extent possible with site plans, floor plans and architects and/or engineer report <input type="checkbox"/> For Acquisition and Pre-development: Sales contract, site information
SECTION 6	ENERGY EFFICIENCY
SECTION 7	MARKET NEEDS ASSESSMENT
SECTION 8	RESOLUTION