

FOR-SALE HOUSING PROGRAMS APPLICATION

St. Louis Home Consortium

(314) 615-8237

Date: _____

I. General Information

◆ Development Information

Development Name: _____

Street Address: _____

City: _____ MO Zip Code: _____ Census Tract: _____

Please check all of the following types of development activities that apply to this project.

- Acquisition
- Demolition
- Rehabilitation
- New Construction

Percent Occupied: _____ %

◆ Assistance Request Information

OCD For-Sale Housing Program Request:

For-Profit Developer: Loan \$ _____

Not-For-Profit Developer Loan \$ _____

Grant \$ _____

◆ Developer Information

Entity Name: _____ Federal I.D. #: _____

Contact Person: _____ Phone: () _____

Address: _____ Fax: () _____

City: _____ State: _____ Zip: _____

Legal Form: Individual General Partnership Limited Partnership
 For-Profit Corporation Non-Profit Corporation Other _____

Is this firm a certified Minority-owned Business Enterprise (MBE)? Yes No
 If yes, list Certification Number: _____ # _____

Is this firm a certified Women-owned Business Enterprise (WBE)? Yes No
 If yes, list Certification Number: _____ # _____

◆ **General Partner/Corporate Officer Information (if applicable)**

(List Managing General Partner on first line.)

Name:	Fed. ID/Soc. Sec. #	Owns:	%
Name:	Fed. ID/Soc. Sec. #	Owns:	%
Name:	Fed. ID/Soc. Sec. #	Owns:	%

Is this entity a certified Minority-owned Business Enterprise (MBE)? Yes No
 If yes, list Certification Number: # _____

Is this entity a certified Women-owned Business Enterprise (WBE)? Yes No
 If yes, list Certification Number: # _____

Will development be owned or sponsored by:
 Community Based Development Organization (CBDO)? Yes No
 Is the CBDO designation from OCD? Yes No
 Community Housing Development Organization (CHDO)? Yes No
 Is the CHDO designation from OCD? Yes No

Has the developer completed any other residential development project? Yes No
 If yes, please answer the following:
 How many projects has the developer completed? # _____
 How many dwelling units has the developer been responsible for producing?
 New Construction # _____ units Rehab # _____ units

List completed projects:

Project Name	Address	New	Rehab	For-Sale	Rental	Low/Mod	Mrkt Rate	# Units	Total Development Cost
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____

If developer has been involved in residential development projects in some other capacity, please specify:

II. Development Team Information

	Name	Address	Phone	Certified MBE WBE	Certification Number
Contractor:	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	# _____
Consultant:	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	# _____
Attorney:	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	# _____
Tax Accountant:	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	# _____
Architect:	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	# _____
Engineer:	_____	_____	_____	<input type="checkbox"/> <input type="checkbox"/>	# _____

Track record of prime contractor — list the contractor's five most recently completed projects:

Track record of architect — list the architect's five most recently completed projects:

Does developer or owner hold a direct financial interest in any development team member listed above?

Yes No

If yes, provide details of the relationship:

Is the Developer, Sponsor, or any other Development Team Member listed on the previous page, including any of their owners or partners, currently debarred from Federal contracting opportunities by any agency of the Federal Government?

Yes No

If yes, please provide details: _____

Has the Developer, Sponsor, or any other Development Team Member listed on the previous page, including any of their owners or partners, ever been debarred from Federal contracting opportunities by any agency of the Federal Government? Yes No

If yes, please provide details: _____

◆ **Equipment included with Income Restricted Units**

- | | | | |
|-------------------------------------------|----------------------------------------|-------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Kitchen Exhaust Duct | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Range & Oven | <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Common On-site Laundry | <input type="checkbox"/> Balcony |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Carpet | <input type="checkbox"/> Laundry Hook-ups | <input type="checkbox"/> Security Alarm |
| <input type="checkbox"/> Dishwasher | <input type="checkbox"/> Blinds/Drapes | <input type="checkbox"/> Laundry Equip. in unit | <input type="checkbox"/> Other: _____ |

◆ **Equipment included with Other Units**

- | | | | |
|-------------------------------------------|---------------------------------------|-------------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Microwave | <input type="checkbox"/> Refrigerator | <input type="checkbox"/> Kitchen Exhaust Duct | <input type="checkbox"/> Fireplace |
| <input type="checkbox"/> Range & Oven | <input type="checkbox"/> Ceiling Fans | <input type="checkbox"/> Common On-site Laundry | <input type="checkbox"/> Balcony |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Carpet | <input type="checkbox"/> Laundry Hook-ups | <input type="checkbox"/> Security Alarm |

Dishwasher Blinds/Drapes Laundry Equip. in unit Other: _____

V. Site Information

Form of Site Control: Option Contract Deed

Date of Acquisition: _____ Expiration date of option or contract: _____ Price: \$ _____

Site Area (purchased in this transaction): _____ Sq. Ft.

Site Area (utilized for the proposed development): _____ Sq. Ft.

Seller's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone Number: _____

Arms-Length Transaction? Yes No

Explain the relationship between buyer and seller. Provide sales contract from last arms-length transaction. If the sales contract cannot be provided at the initial application stage, it will be a requirement to receive a firm Financing Commitment.

Of the above, list those properties on which there is an existing mortgage and provide the approximate amount of the loan outstanding.

Address	Mortgage Balance
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Does current site zoning allow residential use? Yes No

If no, please explain what steps have been or will be taken to obtain zoning approval.

Will the current site(s) require lots to be subdivided? Yes No

Are the following utilities now located on the site?

Public Water Supply	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Public Sewer System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Natural Gas Distribution System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Electric Power System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Cable Television System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site
Telephone System	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	Feet from Site

Are the following conditions present at the proposed development site?

All or part in 100-yr. floodplain	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Standing water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Railroad tracks within 300 feet	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Creek, lake, river frontage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
High tension wires	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ravines or steep grades	<input type="checkbox"/> Yes	<input type="checkbox"/> No
High noise levels	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Industrial sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hazardous waste sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Commercial sites	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other unusual site conditions (please describe):

Is there anything in proximity to the project that could have a noteworthy positive impact on the marketability of this development? Please describe:

Are any project buildings in a National or City historic district? Yes No

Are any project buildings within 300 feet of a park? Yes No

VI. Development Sales Prices

The sales price to be sought for the units is one of the most important parts of the application because of the competitive process for selection of developments. The sales price is also a critical factor in determining development feasibility.

In completing the sales price information on the following pages, the sponsor should anticipate the base sales prices that will be in effect as of the date the units will be completed and available for occupancy.

◆ Units Sales Prices

Enter your proposed sales prices for units in the development.

Unit Type	# of Units	Sales Price per Unit	Sales per Unit Size	Avg. Floor Area (net sq. ft.)	Subsidized CDBG/HOME Unit	Non-Subsidized Unit
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-
BR Bath		\$	\$	sq.ft.	<input type="checkbox"/>	-

Total Sales Proceeds: \$
 Less Sales Commissions: (\$) %
 Net Sales Proceeds: \$

◆ Homebuyer Assistance Information

Do you expect to receive or are you currently receiving any homebuyer assistance subsidies for this development? Yes No

If you answered yes, please check the types of subsidy expected:

- Mortgage Revenue Bond (MRB) Financing
- Local CDBG/HOME Homebuyer Assistance
- MHDC Homebuyer Assistance Program
- Other: _____

Number of units expected to receive assistance: _____ units

VII. Proposed Sources and Uses of Funds

◆ Proposed Sources of Funds

Construction and Bridge Financing

Name of Lender, Investor or Funding Source	Amount	Interest Rate
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Other Cash Equity	\$ _____	
Total	\$ _____	

◆ Proposed Uses of Funds

For Site Work

- 1. Site Work _____
- 2. Off-Site Improvement _____
- 3. Demolition _____

For Rehabilitation and New Construction

- 4. New Building _____
- 5. Rehabilitation _____
- 6. Accessory Building _____
- 7. General Requirements (Including Construction _____
- 8. Builder's Overhead Assurance Bond or _____
- 9. Builder's Profit Letter of Credit) _____
- 10. Other _____
- 11. Other _____

Base Construction Cost (Total of Lines 1 - 11) _____

For Contingency

- 12. Construction Contingency _____

For Professional Fees

- 13. Architect and Engineering Fee - Design _____
- 14. Architect Fee - Supervision _____
- 15. Property Survey Fee _____
- 16. Engineering Fee (Geotechnical) _____
- 17. Engineering Fee (Environmental) _____
- 18. Attorney Fee _____
- 19. Consultant or Processing Agent _____

20. Other	_____	
21. Other	_____	
For Interim Costs		
22. Construction Period Property Insurance	_____	
23. Construction Interest (# of months) _____	_____	
24. MHDC Construction Loan Fee (1%)*	_____	
25. Conventional Construction Loan Fee	_____	
26. Construction Period Real Estate Taxes	_____	
27. Other	_____	
For Financing Fees and Expenses		
28. Other	_____	
29. Other	_____	
30. Credit Report	_____	
31. Other	_____	
32. Title, Recording and Disbursing	_____	
33. Owner's Cost Certification Fee	_____	
34. Other	_____	
Subtotal (lines 1-34)		=====
For Soft Costs		
35. Property Appraisal	_____	
36. Market Study	_____	
37. Environmental Report	_____	
38. Other	_____	
39. Other	_____	
40. Relocation Costs	_____	
41. Other	_____	
42. Other	_____	
For Syndication Costs		
43. Organizational (Partnership)	_____	
44. Bridge Loan Fee and Expenses*	_____	
45. Other	_____	
46. Other	_____	
For Developer's Fee		
47. Developer's Fee	_____	
For Development Reserves		
48. Other: _____	_____	
49. Working Capital (2% of loan amount)	_____	
50. Other Reserve	_____	
To Purchase Land and Building		
51. Land	_____	
52. Existing Building	_____	

Subtotal (lines 35 - 52)

=====

Subtotal from previous page (lines 1 - 34)

=====

Total Uses of Funds**

=====

* This line item relates to the initial cost to obtain a bridge loan and should not include bridge loan interest.

IX. Supportive Services Information

(Attach copies of letter of intent from service providers.)

If you plan to provide supportive services to your homebuyers, please provide the following:

Description of the population to be served:

Description of the services to be provided:

Description of the intended benefits of the services to be provided:

X. Development Schedule

For each item in the chart below, enter the month and year that the item was accomplished, or for future events, the month and year when that item is expected to be accomplished. If an item does not apply to your development, enter N/A.

	Activity	Month / Year
◆ Site	Option	/
	Contract	/
	Closing	/
	Zoning	/
	Site Analysis	/
◆ Construction Financing	Source: _____	
	Application Submission	/
	Conditional Commitment	/
	Firm Commitment	/
◆ Plans	Preliminary Drawings	/
	Working Drawings	/
◆ Construction Loan Closing		/
◆ Construction Start		/
◆ Marketing Start-Up		/
◆ Construction Complete		/

◆ All Units Sold

/

XI. Certification

The Undersigned applicant(s) hereby each certify that, to the best of my/our knowledge, all of the information in this application and all supporting documentation is correct, complete and accurate. I/We further certify that:

1. The costs listed above are based upon firm bids or estimates and are reasonable and sufficient to complete the proposed development project.
2. The costs listed above include only those costs that are reasonable and directly necessary to the construction and financing of the project.
3. The developer understands that OCD makes no representations or warranties regarding the financial feasibility of the development and that any and all OCD financing of the development is solely based on representations made by the developer. I therefore agree to hold harmless and indemnify OCD and the individual directors, employees, members, officers, and agents of OCD in the event that the developer or anyone acting on the developer's behalf, at the developer's request or by and through the developer incurs any loss in conjunction with the development.
4. The developer will provide any funds necessary to complete the development of the project over and above those shown in the Sources of Funds form as available to complete the project and it has such funds available to pay such costs.
5. The developer agrees not to take its profit from the project assistance applied for in this application.
6. But for the project assistance being applied for in this application, this project would not be developed.
7. I understand and agree that my application for financing, all attachments thereto, and all correspondence relating to my application are subject to a disclosure request and I expressly consent to such disclosure. I further understand that any and all correspondence to me from OCD or other OCD-generated documents relating to my application are subject to a request for disclosure and I expressly consent to such disclosure. I agree to hold harmless OCD and the individual directors, employees, members, officers, and agents of OCD against all losses, costs, damages, expenses, and liability of whatsoever nature or kind (including, but not limited to, attorney's fees, litigation, and court costs) directly or indirectly resulting from or arising out of the release of all information pertaining to my application pursuant to a disclosure request.
8. The information presented should not be construed as a complete list of the regulations and requirements governing OCD financing through the For-Sale Housing Production Program. Upon filing an application, you acknowledge that you assume all risks of change in OCD's rules and regulations or policies concerning this program, together with any adverse effects upon you therefrom and any resulting costs thereof.
9. I understand that any misrepresentations in this application or supporting documentation may result in a withdrawal of OCD financing and my (and related parties) being barred from future program participation.
10. All Federal, State and local subsidies have been disclosed and revealed.
11. All information provided in the application and all documents submitted are true, correct, and complete, to the best of my knowledge.

Signatures

The developer further recognizes and accepts its obligation to notify OCD immediately if it becomes aware of any subsequent events or information which would change any statements or representations previously submitted to OCD.

WARNING: The funds which are the subject of this application are administered by the U.S. Department of Housing and Urban Development. Section 1012 of Title 18 of the United States Code provides, "Whoever, with the intent to defraud... makes any false statement to or for such department... shall be fined not more than \$1,000 or imprisoned not more than one year, or both."

APPLICANT(S)

Printed Name

Signature

Title

Date

