



# CDBG Home Rehabilitation Loan Pre-Application

If you determine you are eligible, please complete and return to:

City of Moorhead  
CDBG Home Rehabilitation  
500 Center Avenue  
Moorhead MN 56561-0779

Receipt Date

OWNER NAME(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ MOORHEAD, MN 56560

PHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

Carefully read and answer each statement listed below. If you do not understand the statement, contact our office at **218.299.5375** for clarification. (Incomplete applications may be returned.)

If you answer false to any of these statements, you are ineligible for a Home Rehabilitation Loan; however, if emergency repairs are needed to your home to protect the safety of your life or health, contact the Planning and Neighborhood Services Department; if you have insufficient equity or your home is newer than 15 years old, you may still be granted an emergency loan. If you are eligible, your application may receive priority on the waiting list.

We will notify you if your name has been placed on the waiting list. When your name comes up on the waiting list, we will send you an application packet, which will need to be completed at that time. **NOTE:** The waiting list for this program is typically 6-12 months.

- True  False      1. I have never had a rehabilitation loan from the City of Moorhead or Housing & Redevelopment Authority on this property.
- True  False      2. The property contains no more than two dwelling units AND one of them is owner-occupied.
- True  False      3. The property is not a mobile home.
- True  False      4. The property is not on or eligible for the National Register of Historic Places.
- True  False      5. The property is not located in the flood plain.
- True  False      6. The property is located in a residentially zoned district.
- True  False      7. The property is located in the City Limits of Moorhead.
- True  False      8. The home is at least 15 years old.
- True  False      9. All mortgage payments, contract-for-deed payments, and any other obligations on my property are current.
- True  False      10. I have no outstanding liens on my property, other than the above mortgages.
- True  False      11. The property taxes and special assessments are paid up to date.
- True  False      12. The total gross annual income earned by residents of my household, age 18 and over, is

equal to or less than the amount listed in the chart below. (**Note:** Self-employment income is "net profit", subtract foster care payments, IRS reported childcare expenses and extraordinary medical expenses for the handicapped or elderly.)

(Please indicate your family size)	<u>No. in Family</u>	<u>Maximum Income</u>
	<input type="checkbox"/> 1	\$50,050
	<input type="checkbox"/> 2	\$57,200
	<input type="checkbox"/> 3	\$64,350
	<input type="checkbox"/> 4	\$71,500
	<input type="checkbox"/> 5	\$77,250
	<input type="checkbox"/> 6	\$82,950
	<input type="checkbox"/> 7	\$88,700
	<input type="checkbox"/> 8	\$94,400

True  False 13. I have adequate equity in my home as per the after rehab equity calculation worksheet on page 3.

True  False 14. All owners of record for this property consent to execute a promissory note and mortgage in the amount of the rehabilitation loan. **For contract for deeds, include a letter of consent from the warranty deed owner(s). Letter must include their acknowledgement of co-signing mortgage documents.**

Yes  No  15. Is this property being purchased contract for deed?

I certify that the above statements are true, accurate and complete to the best of my knowledge and belief. This checklists hall remain the property of the City of Moorhead for the purpose of screening my eligibility for a home rehabilitation loan.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EQUITY CALCULATION WORKSHEET**

Return this sheet with your application. If you have any questions, please call 218.299.5375.

**Section 1. After-Rehab Estimated Market Value:**

- 1. Estimated Market Value ([www.moorheadproperty.org](http://www.moorheadproperty.org) or call 218.299.5310) \$ \_\_\_\_\_
- 2. Divided by 95% (0.95) \$ \_\_\_\_\_
- 3. Plus: One-half of the Total Rehab Cost (half of line 5) + \_\_\_\_\_
- 4. **Equals: After-rehab Estimated Market Value** (add lines 2 & 3) = \$ \_\_\_\_\_

**Section 2. Total Of All Mortgages On The Property:**

- 5. Proposed CDBG Loan/Mortgage (How much do you want to borrow? Between \$5,000-\$20,000) \$ \_\_\_\_\_
- 6. Plus: 1st Mortgage Balance Owing (If any) + \_\_\_\_\_
- 7. 2nd Mortgage Balance Owing (If any) + \_\_\_\_\_
- 8. **Equals: Total of All Mortgages** = \$ \_\_\_\_\_

**Section 3. After-Rehab Equity:**

- 9. Line 4 \$ \_\_\_\_\_
- 10. Subtract Line 8 - \_\_\_\_\_
- 11. **Equals: Total After-Rehab Equity** (Use this total to answer question #13 on page 2) = \$ \_\_\_\_\_

