

# THE AFFORDABLE HOUSING TRUST OF FOR COLUMBUS AND FRANKLIN COUNTY

## LOAN APPLICATION CHECKLIST

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A complete loan application package to the Affordable Housing Trust must include the following:

1. The completed application
2. The completed attachment A
3. Corporate applicants should include financial statements for three years (balance sheet, cash flow and profit and loss statements).
4. Tax returns for three years (Individual 1040, Corporate 1120 and Partnership 1065).
5. Project or Business plan (include the following)
  - a. Project description with emphasis on the impact the project is expected to have on the neighborhood.
  - b. A Location Map identifying neighborhood amenities.
  - c. Site photos showing front and rear of building (if applicable). If vacant land, pictures from the north, south, east and west.
  - d. Market analysis for projects containing twelve or more residential units.
  - e. Resumes and qualifications of the development team.
  - f. Project cost analysis including acquisition, construction, rehabilitation, renovation and other applicable costs.
  - g. All other sources of funding. Provide copies of any financial commitments obtained for acquisition, construction and permanent loans.
  - h. A projected pro-forma.
  - i. An affordability analysis indicating the income level household that can afford the home at current interest rates or proposed rent level.
  - j. Post rehabilitation or new construction appraisal.



2012  
Affordable Housing Trust of  
Columbus & Franklin County  
Loan Application

(If project represents a joint venture, please complete a copy of this section for each partner and mark the adjacent box .)  JOINT VENTURE

I. GENERAL INFORMATION

APPLICANT'S NAME	<input type="text"/>
APPLICANT IS A	<input type="checkbox"/> MINORITY <input type="checkbox"/> WOMEN-OWNED ENTERPRISE
TAX STATUS OF APPLICANT	<input type="checkbox"/> NON-PROFIT (CHDO) <input type="checkbox"/> NON-PROFIT (NON-CHDO) <input type="checkbox"/> FOR-PROFIT
FEDERAL ID # OR SOCIAL SECURITY #	<input type="text"/>
BORROWER NAME (if different from applicant)	<input type="text"/>
FORM OF BORROWER ENTITY	<input type="checkbox"/> GENERAL PARTNERSHIP <input type="checkbox"/> LIMITED PARTNERSHIP <input type="checkbox"/> LIMITED LIABILITY COMPANY <input type="checkbox"/> CORPORATION <input type="checkbox"/> INDIVIDUAL
BORROWER EIN (if different)	<input type="text"/>
BORROWER IS A TO-BE-FORMED ENTITY	<input type="checkbox"/> YES
PROJECT NAME	<input type="text"/>
PROJECT LOCATION	<input type="text"/>
CONTACT PERSON	<input type="text"/>
CONTACT TITLE	<input type="text"/>
MAILING ADDRESS	<input type="text"/>
CITY, STATE, ZIP	<input type="text"/>
PHONE NUMBER	<input type="text"/>
FAX NUMBER	<input type="text"/>
EMAIL ADDRESS	<input type="text"/>
TRUST FUNDS REQUESTED	<input type="text" value="\$"/>
TERM REQUESTED (in months)	<input type="text"/>
TOTAL PROJECT COST	<input type="text" value="\$"/>

\*\*\* Please Attach Applicant, Borrower Organizational Documents & Exhibit A



**II. PROJECT INFORMATION**

PROJECT NAME:	
PROJECT ADDRESS:	
PROJECT CITY, ZIP	
PROJECT TAX PARCEL #'S	

Trust Funds Requested	\$	-
City Funds Requested	\$	-
County Funds Requested	\$	-
Other sources of Funds (Specify)	\$	-
Total Project Cost	\$	-

**PROJECT TYPE (Check all that are applicable)**

- New Construction
- Rehabilitation
- Predevelopment/Acquisition
- Lease/Purchase
- Rental
- Scattered Site
- Single Site

**HOUSING TYPE (Check all that are applicable)**

- Single Family
- Condo
- Multi-Family (4 or less units)
- Multi-Family (4 or more units)
- Single Room Occupancy
- Other (specify)

Total # of Units	<input style="width: 100px;" type="text"/>	# of Buildings	<input style="width: 50px;" type="text"/>
Monthly Rent/Sales Price	\$ <input style="width: 100px;" type="text"/> -	Target AMI	<input style="width: 50px;" type="text"/>

Please Refer to the most recent AMI guidelines for Franklin County as found on the subsequent page

**2012 HUD INCOME GUIDELINES FOR COLUMBUS MSA**  
*Effective December 1, 2011*

FAMILY SIZE		INCOME LIMITS (MEDIAN FAMILY INCOME - \$67,500 )									
		30%	40%	50%	60%	80%	100%	120%	130%	65%	140%
<b>ONE</b>	YEARLY	\$14,200	\$18,920	\$23,650	\$28,380	\$37,800	\$47,300	\$56,760	\$61,490	\$30,745	\$66,220
<b>TWO</b>	YEARLY	\$16,200	\$21,600	\$27,000	\$32,400	\$43,200	\$54,000	\$64,800	\$70,200	\$35,100	\$75,600
<b>THREE</b>	YEARLY	\$18,250	\$24,320	\$30,400	\$36,480	\$48,600	\$60,800	\$72,960	\$79,040	\$39,520	\$85,120
<b>FOUR</b>	YEARLY	\$20,250	\$27,000	\$33,750	\$40,500	\$54,000	\$67,500	\$81,000	\$87,750	\$43,875	\$94,500
<b>FIVE</b>	YEARLY	\$21,900	\$29,160	\$36,450	\$43,740	\$58,350	\$72,900	\$87,480	\$94,770	\$47,385	\$102,060
<b>SIX</b>	YEARLY	\$23,500	\$31,320	\$39,150	\$46,980	\$62,650	\$78,300	\$93,960	\$101,790	\$50,895	\$109,620
<b>SEVEN</b>	YEARLY	\$25,150	\$33,480	\$41,850	\$50,220	\$67,000	\$83,700	\$100,440	\$108,810	\$54,405	\$117,180
<b>EIGHT</b>	YEARLY	\$26,750	\$35,640	\$44,550	\$53,460	\$71,300	\$89,100	\$106,920	\$115,830	\$57,915	\$124,740



III. GREEN AFFORDABLE HOUSING CHECKLIST

	Included in Budget?	
	Yes	No
Energy Efficiency:	<input type="checkbox"/>	<input type="checkbox"/>
Energy Efficiency Lighting	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Appliances	<input type="checkbox"/>	<input type="checkbox"/>
Use of Solar or Thermal Heating/AC	<input type="checkbox"/>	<input type="checkbox"/>
Building Design and Construction Guidelines:	<input type="checkbox"/>	<input type="checkbox"/>
Low-Water Landscape Designs	<input type="checkbox"/>	<input type="checkbox"/>
Water Efficient Irrigation	<input type="checkbox"/>	<input type="checkbox"/>
Engineered Lumber and Wood Alternatives	<input type="checkbox"/>	<input type="checkbox"/>
Oriented Strand Board (OSB)	<input type="checkbox"/>	<input type="checkbox"/>
Wood I-Beam	<input type="checkbox"/>	<input type="checkbox"/>
Laminated Wood Fiber Products	<input type="checkbox"/>	<input type="checkbox"/>
Indoor Air Quality:	<input type="checkbox"/>	<input type="checkbox"/>
No VOC (Volatile Organic Compound) Paint	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide Detector	<input type="checkbox"/>	<input type="checkbox"/>
Seal Exposed Particle Board	<input type="checkbox"/>	<input type="checkbox"/>
Formaldehyde-Free Cabinets and Counters	<input type="checkbox"/>	<input type="checkbox"/>
Ceramic Tile	<input type="checkbox"/>	<input type="checkbox"/>
Linoleum Flooring	<input type="checkbox"/>	<input type="checkbox"/>
Demolition Recycling - 25%	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing building materials from Franklin County Suppliers	<input type="checkbox"/>	<input type="checkbox"/>
Recycled content insulation	<input type="checkbox"/>	<input type="checkbox"/>
Homeowner Awareness/Education	<input type="checkbox"/>	<input type="checkbox"/>



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The applicant certifies that the information submitted in this application is accurate and consistent with applications submitted to other funding sources. The applicant commits to keeping the City and County updated with any changes in the project structure, funding and development team. A correlation of funding sources will allow for disclosure of the information in this application. By signing this form, borrower consents to a possible credit check as part of the underwriting process.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Please submit application via disk with signed signature page, attachments, & Green Affordable Housing Checklist to the following address:

The Affordable Housing Trust For Columbus and Franklin County  
Loan Intake  
185 S Fifth Street, Suite 201  
Columbus, Ohio 43215

**Attachment A**

**INFORMATION ON OWNER (HISTORY AND EXPERIENCE)**

1. Describe what experience the owner/developer has had with low-income housing:

2..Has the owner/developer ever been disbarred by U.S. Department of Housing and Urban Development (HUD)? (Circle one)

YES            NO

3. Has the owner/developer ever had any violations that resulted in the issuance of an 8823 by the IRS or other citations by the Ohio Housing Finance Agency (OHFA) or from any housing program by any state or local government? (Circle one)

YES            NO

If YES, please explain:

4. Has the owner/developer received notice from the U.S. Department of Housing and Urban Development (HUD) that concerns have been identified on any project with HUD participation that is reported in the Active Partners Participation System (HUD Form 2530)? (Circle one)

YES            NO

If YES, how have the concerns been addressed and have they been "cured" from HUD's perspective?

5. Is the proposed owner, or applicant, or property manager a subsidiary or direct or indirect affiliate of any other organization? )? (Circle one)

YES            NO

If YES, indicate name of related organization and relationship.

6. List all owners, officers, directors and partners of applicant. Include full name, office held, partner ownership and complete home address and telephone number. A separate attached sheet is acceptable

7. List all stockholders having 20% or more interest in the applicant. Include full name, office held, partner ownership and complete home address and telephone number.

8. If the applicant is a publicly held corporation, please provide the latest proxy statement indicating stock ownership. Include full name, office held, partner ownership and complete home address and telephone number. A separate attached sheet is acceptable

9. If any of the aforementioned persons own more than 50% of the applicant, please list all other companies, partnership, or associations in which such persons have more than a 50% interest. A separate attached sheet is acceptable

10. Have any of the persons listed above ever been charged with or convicted of any criminal offenses, other than a minor motor vehicle violation? (Circle One)

YES                      NO

If YES, furnish details in a separate attachment.

11. Have any of the persons listed above been subject to any disciplinary action, past or pending, by any administrative, governmental or regulatory body? (Circle One)

YES                      NO

If YES, furnish details in a separate attachment.

12. Has the applicant or management been informed of any current or ongoing investigation of the applicant with respect to possible violations of state or federal securities or anti-trust laws? (Circle One)

YES                      NO

If YES, furnish details in a separate attachment.

13. Has the applicant or any person listed previously been a party to a bankruptcy, been in receivership or adjudicated as bankrupt? (Circle One)

YES                      NO

If YES, furnish details in a separate attachment.

15. Has the applicant or any person listed previously been denied a business-related license or had it suspended or revoked by any administrative, governmental, or regulatory agency? (Circle One)

YES                      NO

If YES, furnish details in a separate attachment.

16. Is the applicant or any person listed previously currently debarred, suspended, or disqualified from contracting with any federal, state, or municipal agency? (Circle One)

YES                      NO

If YES, furnish details in a separate attachment.

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

Title: \_\_\_\_\_