

# Contract Administration Loan Program Application

## 1. Program Eligibility

The eligibility requirements for the Program are as follows :

**a. Loan Eligibility.** In order to be eligible for a **Contract Administration** loan under the Program a project must (i) currently have a Housing Assistance Payments contract administered by MaineHousing in good **standing**, and (ii) currently have no MaineHousing financing on the project.

**b . Borrower Eligibility.** Any entity with an eligible Housing Assistance Payments contract in good standing, is eligible to apply under the Program .

No application for the Program will be considered or approved if the borrower, any of its principals, any entity controlled by the borrower, any **affiliates** or any guarantor of a borrower's loan obligations (i) is in default or violation of any obligation to MSHA ; (ii) has been more than 60 days delinquent on any loan with MSHA in the past year or has been issued a notice of default or regulatory violation in the last 6 months, unless an approved payment or workout plan is in place and in good standing ; or (iii) was the owner of a MSHA financed project upon which MSHA foreclosed. For any proposed changes in ownership, the borrower must demonstrate sufficient previous experience in the development of projects of similar scale and complexity, and satisfy the requirements of MSHA's Ownership Transfer Process .

**A borrower or member of a development team may not participate if the borrower or development team member ( I ) is disbarred , suspended, or excluded from any federal program ; or (ii) has ever had a professional license to provide the services the party seeks to provide for the project suspended or revoked ; or (iii) is debarred , suspended , or voluntarily excluded from any MSHA programs .**

**Borrowers and their contractors and agents will be required to certify that they are not so classified .**

**MSHA may direct applicants to other financing programs for any proposed capital improvements, as it deems appropriate.**

**MSHA WILL MAKE THE FINAL DETERMINATION REGARDING WHETHER OR NOT EACH LOAN AND BORROWER IS ELIGIBLE FOR THE PROGRAM.**

**Requested Loan Amount: E**

**Purpose of Loan Request :**

**II. APPLICANT INFORMATION**

Name of Applicant

Taxpayer ID Number or Social Security Number

Contact Person & Title

Mailing Address

Email Address

Telephone Number

FAX Number

Type of Ownership

- |  |  |
|--|--|
| <input type="checkbox"/> Individual              | <input type="checkbox"/> Bond For Deed       |
| <input type="checkbox"/> Corporation             | <input type="checkbox"/> Non-Profit          |
| <input type="checkbox"/> Partnership             | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Limited Liability Corp. | <input type="checkbox"/> Other (specify)     |

**III. PROJECT/BUILDING INFORMATION**

Name of Project

Project #

Address

Mailing Address

Total # of Units

Elderly    Family    Both

Remaining Term of HAP / Restrictive Covenants  Years

HAP/ Covenants Expiration

Date of Purchase  Purchase Price

**IV. PROJECT FINANCIAL INFORMATION**

**Current Project Financing**

	Source	Interest Rate	Current Loan Balances	Maturity Date	Prepayment Prohibition? Y / N
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

	Contract Rent Amount	# of Units
0BR	<input type="text"/>	<input type="text"/>
1BR	<input type="text"/>	<input type="text"/>
2BR	<input type="text"/>	<input type="text"/>
3BR	<input type="text"/>	<input type="text"/>
4BR	<input type="text"/>	<input type="text"/>

Utility Allowance  Yes  No

If yes, complete the following:

Type:  Heat  Hot water  Cooking  Other electric

**Fiscal Year-End Cash Position**

2002	<input type="text"/>
2003	<input type="text"/>
2004	<input type="text"/>

I/we understand that this is a preliminary application. MSHA reserves the right to request additional information deemed necessary for processing this Application.

I/we certify that the information provided is true and correct to the best of my/our knowledge.

\_\_\_\_\_  
Name Date Title

\_\_\_\_\_  
Name Date Title

**MSHA will process signed applications only. Applications may be submitted in hard copy or by scanning the signed application as a pdf file and sent via email.**

**Conflict of Interest:**

State and federal law and MSHA's policy on conflicts of interest prohibit current employees or commissioners from working on certain transactions with applicants with whom they have a financial or personal relationship, prohibit past MSHA employees from working on certain transactions, and prohibit persons who exercised responsibilities in connection with certain federal funds from benefiting from those funds. Accordingly, applicants for funding under MSHA's programs must complete a conflict of interest disclosure form and comply with the law and policy and any requests by MSHA to ameliorate potential or perceived conflicts of interest.