

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.

Predevelopment Loan Program

Loan Application

Deadline for submission: Applications may be submitted on an ongoing basis, but must be submitted two weeks prior to the next scheduled Board meeting for consideration at that meeting.

Place for submission: San Antonio Housing Trust Foundation, Inc., 2515 Blanco Road, San Antonio, Texas 78212

Instructions for submission: Please type application with lettered attachments and submit one original and one unbound copy.

APPLICANT DATA

Applicant / Organization: _____ Contact Person: _____

Tax ID #: _____ Title: _____

Complete Address: _____

Telephone: (____) _____ Fax: (____) _____ E-mail _____

Applicant Description: Certified CHDO NCDI Funding Recipient Both CHDO certified & NCDI funded

DEVELOPMENT / PROGRAM DESCRIPTION

Type of Development: Single Family Multi-family Other (please specify) _____

Number of Units: _____ # of Units up to 50% AMI: _____ # of Units up to 65% AMI: _____ # of Units up to 80% AMI: _____

of Units up to 120% AMI: _____ # of Unrestricted units: _____

Name of Project: _____

Complete Address: _____

REQUEST FOR FINANCING

Amount of Loan Requested: \$ _____

Terms Requested: Interest Rate: _____ % _____ month Amortizing Non-amortizing

Date financing needed: _____ Expected repayment date: _____ Source of repayment: _____

CERTIFICATION

I, _____, as applicant hereunder, certify that I have the authority to act on behalf of _____ to submit this application (attach Corporate Resolution) and that all information and representations in this application and all information furnished in support of this application is (i) given for the purpose of obtaining financial assistance under the San Antonio Housing Trust Foundation, Inc. (the "Foundation"); and (ii) is true and complete to the best of the applicant's knowledge and belief.

All applicants to the Foundation must prove to the satisfaction of the Board of Directors that they either individually or through prior or current business associations, partnerships, corporations or any other form in which the applicants have conducted business, are not delinquent in payment of any federal, state, or local taxes, or in the filing of any reporting requirements to any governmental entity.

The applicant shall not in any manner discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status or handicap.

I acknowledge that verification of any of the information contained in this application may be obtained from any source named herein or any other source which the Foundation desires to contact.

The applicant will at all times indemnify and hold harmless the San Antonio Housing Trust Foundation, Inc. against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the San Antonio Housing Trust Foundation Inc.'s acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of funds herewith.

IN WITNESS WHEREOF, the undersigned, being duly authorized, has caused this document to be executed in its name on this _____ day of _____, 2_____.

_____, _____

Signature Authority

Title

DEVELOPMENT TEAM

Please provide the name, address, work and fax phone numbers, and e-mail addresses (if available) for the following members of your development team and all other entities which play a crucial role in the development process.

Project Manager: _____

Architect: _____

Attorney: _____

Development Consultant: _____

If land development, then also identify:

Engineers: _____

Surveyor: _____

PROPOSED ACTIVITY

Provide a one page narrative including a description of the proposed development, specific use of the requested funds, and a description of the financing plan.

SITE INFORMATION

Does applicant have site control? Yes No

If yes, what evidence of control is *attached* to this application? Deed Option to Purchase Purchase Contract

Expiration date of option: _____ Date acquired: _____ Total cost of land: \$ _____

Seller's name: _____

Complete Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Describe any legal relationship between seller and applicant:

Is property located in a flood plain? Yes No FEMA map number: _____ Date: _____

What is the property Tax I.D. #?: _____

Has Phase-I Environmental been done? Yes No

EXISTING BUILDING DATA (if applicable)

Number of buildings: _____ Number of dwelling units: _____

Type of development: Single Family Multifamily Duplex Fourplex Acquisition and Rehab

Age of existing structure(s): _____

Does this project involve demolition of existing structures? Yes No

AREA IMPACT

Describe/Explain actions the applicant has taken to notify the school district and involve neighborhood organizations in plans for the proposed development:

ATTACHMENTS

- A. Project Narrative
- B. Copies of organization’s by-laws, articles of incorporation and IRS determination letter.
- C. List of current board members, including professions/affiliations.
- D. Most recent financial audit report and financial statement.
- E. Certified board resolution authorizing application to request loan.
- F. Documentation of site control (i.e. option, deed, contract)
- G. Documentation of conformance to zoning or plan to obtain zoning.
- H. Financial pro-formas: (1) preconstruction sources and uses budget and (2) concept development budget.
- I. Other funders’ letters of interest or commitment, if available.
- J. Marketing plan (if rental, emergency or transitional housing, include a management plan.
- K. Corporate or individual resumes of development team currently selected, including project manager, architect, attorney, consultant(s).
- L. Letters of community / neighborhood support.
- M. Project timeline, including at least the following milestones: full financing, zoning approval (if applicable), revolving loan repayment, construction start, construction completion, rent-up or sales started/completed (if a phased project with different construction start dates, provide number of units started, completed and rented or sold each calendar quarter).
- N. Photographs of site/building(s).