

**INSTRUCTIONS**

To request a loan modification, complete all steps below. The request must be signed by an authorized signer.

- Step 1: Administrator Information and Request Authorization Signature
- Step 2: Property and Borrower Information
- Step 3: Project Information
- Step 4: Document Submission and Next Steps

Incomplete or unsigned requests will not be processed.

**STEP 1: ADMINISTRATOR INFORMATION**

\_\_\_\_\_

**Impact Fund Award ID**

\_\_\_\_\_

**Administrator (Organization) Name**

\_\_\_\_\_

**Administrator Address**

Administrator Contact Name	Contact Phone	Contact Email
----------------------------	---------------	---------------

<b>Request Authorization Signature</b>	
<i>By signing below, Administrator certifies that all work will be completed in accordance with the Agreement and Impact Fund Procedural Manual.</i>	
<b>Signature</b>	<b>Date</b>
<b>Signer Name and Title:</b>	

**STEP 2: PROPERTY AND BORROWER INFORMATION**

All fields must be populated.

<b>Unit and Homeowner Information</b>		
<b>Property Address</b>	<b>County</b>	<b>Homeowner Name(s) as Listed on Title</b>

**STEP 3: PROJECT INFORMATION**

All fields must be completed.

Impact Fund Subsidy Information	
Original Impact Fund Loan Amount	Additional Subsidy Requested

Additional Improvement Specifications	
Proposed Work	Additional Costs

**Contractor and Borrower Acknowledgement**

The changes are hereby accepted. All work is to be performed in compliance with the agreement(s) between the Borrower/homeowner(s), Administrator and contractor(s).

\_\_\_\_\_  
**Name of Contractor**

\_\_\_\_\_  
**Contractor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Borrower Signature**

\_\_\_\_\_  
**Date**

#### STEP 4: DOCUMENT SUBMISSION AND NEXT STEPS

Upload this completed, non-editable form and the Request for Funds form using the [Single Family Secure File Exchange](#) directed to [impact.fund.mhfa@state.mn.us](mailto:impact.fund.mhfa@state.mn.us). **Incomplete or unsigned requests will not be processed.**

#### Next Steps:

- After the Loan Modification Request Form has been received, Minnesota Housing will complete and sign the Modification of Note & Mortgage Agreement and send them to the Administrator.
- The Administrator will have the borrower(s) sign the Modification of Note & Mortgage Agreement and record the document.
- After the document is recorded, email the recorded document to [mnhousing.portfolio@state.mn.us](mailto:mnhousing.portfolio@state.mn.us) and send the original documents to the servicer at:

**AmeriNat**

Attn: Final Docs

217 South Newton Avenue

Albert Lea, MN 56002

- Minnesota Housing will audit 100% of loans that have a Loan Modification.
- Minnesota Housing may request further documentation, as deemed necessary.

MINNESOTA HOUSING USE ONLY

Approved by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name