MINNESOTA HOUSING

Community Homeownership Impact Fund
Request for Funds:
First Mortgage (Tribal Indian Housing Program)

INSTRUCTIONS

To request a First Mortgage award disbursement, complete all steps below. Complete a separate form for each property. Reference your Agreement to ensure you request the correct amount of funds. All requests must be signed by an authorized signer. All steps must be completed.

Step 1: Administrator Information and Request Authorization Signature
Step 2: Disbursement Instructions
Step 3: Request for Funds: Property, Homebuyers and Subsidy
Step 4: Required Documentation
Step 5: Request for Funds Form and Document Submission

Incomplete or unsigned requests will not be processed. Final disbursements should be requested one month or more prior to Agreement expiration.

STEP 1: ADMINISTRATOR INFORMATION

Impact Fund Award ID

Administrator (Organization) Name

Administrator Address

Administrator Contact Name **Contact Phone** **Contact Email**

Request Authorization Signature

By signing below, Administrator certifies that this Request for Funds is made in accordance with the Agreement and all funds received will be or have been used in accordance with the Agreement.

Authorized Signature **Date**

Signer Name and Title:

STEP 2: DISBURSEMENT INSTRUCTIONS

Select one method below:

☐ Electronic Fund Transfer (EFT): On File at Minnesota Housing

☐ Mail Check to Address Below **(Required for Bond Proceeds Loan Funds)**:

Address City State Zip

STEP 3: REQUEST FOR FUNDS – PROPERTY, HOMEBUYER(S) and SUBSIDY

Complete a separate form for each property. All fields must be populated.

- Reference your Agreement for the funding source and typical per unit subsidy amount.
- Administration fees must be requested at the time of the unit subsidy request.

Request Type – Advancement or Reimbursement. You can request funds as an advancement or a reimbursement. Requests must be submitted after a purchase agreement has been signed by an eligible buyer:

- Advancements: requests submitted after a purchase agreement has been signed and before the cost is incurred and/or closing is complete. Advancements will be reconciled at a later date.
- Reimbursements: requests submitted after the cost has been incurred and closing is complete.

Request type (pick one): Select One

Property Information			
Closing Date	**Property Address**	**City**	**County**

Homebuyer Name(s) as they will Appear on Title

Subsidy Information and Fund Request			
Typical Per Unit Subsidy (see Agreement)	**First Mortgage Request Amount** (must be within 1.5x Typical Subsidy Amount)	**Admin Fee Request Amount**	**Total Subsidy Request Amount**
$	$	$	$ 0.00

STEP 4: REQUIRED DOCUMENTATION

The following documents are required to support this Request for Funds. Additional documentation may be requested if the submitted materials do not provide sufficient information to process the request.

SUPPORTING DOCUMENTATION

All Requests:

- Impact Fund Income Eligibility Worksheet

If Applicable

- Administrator Seller Only: Appraisal showing market value (required if Administrators are the seller or affiliated with the seller)
- Loan Exceeds Sales Price Only: Include documentation of eligible additional expenses incurred when the loan amount exceeds the sales price. For example, invoice for manufactured home installation charges.
- Change request approval from Minnesota Housing. If a change request is required for the unit to be eligible, do not submit your Request for Funds form unless you have received approval.

Advancement Request:

- Signed Loan Estimate
- Signed Purchase Agreement/Sales Contract

Reimbursement Request:

- Signed Closing Disclosure or Settlement Statement

FILE NAMING CONVENTION: Supporting documentation for must be titled with the administrator's name, award number, property address and file type as follows "Homebuilders Building XX-XXXX-XX - 123 Main St - Loan Estimate."

STEP 5: REQUEST FOR FUNDS FORM AND DOCUMENT SUBMISSION

Upload this completed, non-editable form and supporting documentation using the Single Family Secure File Exchange directed to impact.fund.mhfa@state.mn.us. **Incomplete or unsigned requests will not be processed. Complete requests are generally processed within ten business days.**

MINNESOTA HOUSING USE ONLY

Total funds to be disbursed from the following source(s):

Challenge Grant $	**Challenge Deferred Loan** $
Challenge Indian Set-Aside: Grant $	**Challenge Indian Set-Aside: Deferred Loan** $

Approved by: _____ _____ _____

Signature Date Print Name