

## CITY OF LA CROSSE RENTAL REHABILITATION PROGRAM APPLICATION

Complete the application including all appendices. Failure to complete all sections of the application will delay the process. **Submitting an application does not automatically qualify you for assistance.** Assistance is dependent on funds availability and program guidelines.

<b>LANDLORD INFORMATION</b>	FULL NAME (LAST, FIRST, MI)		MAILING ADDRESS	
	PROPERTY ADDRESS (HOUSE #, STREET, CITY, STATE, ZIP CODE) <u>ONE PROPERTY PER APPLICATION</u>			
	HOME PHONE	CELL PHONE	EMAIL ADDRESS	
	DATE OF BIRTH	SOCIAL SECURITY NUMBER	MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widowed	
	BEST NUMBER OR WAY TO BE REACHED		BEST TIME TO BE REACHED	

### WISCONSIN MARITAL PROPERTY ACT CREDIT APPLICATION FORM

In order to comply with the provisions of the Wisconsin Marital Property Act, it is necessary for you to provide the following information:

- Marital Status: \_\_\_\_\_ Married \_\_\_\_\_ Unmarried \_\_\_\_\_ Legally Separated (Date of Decree) \_\_\_\_\_
- If married:
  - Spouse's name \_\_\_\_\_
  - Spouse's address \_\_\_\_\_
- Notice to married applicants:** No provision of a marital property agreement (including a Statutory Individual Property Agreement pursuant to s. 766.587, Wis. Stats.), a unilateral statement classifying income from separate property under s.766.59, or court decree under s.766.70 Wisconsin Statutes adversely affects the creditor unless the creditor is furnished a copy of the document prior to the credit transaction or has actual knowledge of its adverse provisions at the time the obligation is incurred.

**If you wish to have a marital property agreement, unilateral statement or court decree considered in connection with your application, you may enclose a copy of it with this form.**

### FINANCIAL HISTORY INFORMATION

	Applicant	Co-Applicant
Are you currently a party to a lawsuit, or do you have reason to believe that you will become party to a lawsuit in the next 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a United States citizen or qualified alien?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you presently delinquent or in default on any Federal debt or any other loan mortgage, financial obligations, or loan guarantees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No



## AGREEMENTS & ACKNOWLEDGEMENTS

The undersigned specifically acknowledge that:

**Grant/Loan Agreements:**

1. The property will not be used for any illegal or prohibited purpose or use;
2. All statements made in this application are made for the purpose of obtaining the loan/grant herein;
3. The property will be used as the primary residence of the tenants listed on page 1;
4. Verification or re-verification of any information contained in the application may be made at any time by Couleecap or its agents, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by Couleecap, even if the loan/grant is not awarded.
5. Couleecap, its agents, successors, and assigns will rely on the information contained in the application. I have a continuing obligation to amend and/or supplement the information provided in this application if any of the material facts which I have represented herein should change.

**Additional Loan Agreements:**

1. The loan requested by this application will be secured by a mortgage or deed of trust on the property purchased with the assistance of this application;
2. In the event payments on the loan indicated in this application become delinquent, Couleecap, its agents, successors, or assigns may, in addition to all their other rights and remedies, report my name and account information to a credit reporting agency;
3. Ownership of the loan may be transferred to successors or assigns of Couleecap without notice to me and/or the administration of the loan account may be transferred to an agent, successor, or assign of Couleecap without prior notice to me.
4. Couleecap, its agents, successors, and assigns make no representations or warranties, express or implied, to the Borrower(s) regarding the property, the condition of the property, or the value of the property.
5. I agree to make all reasonable effort to collect necessary tenant income data both at initial project application as well as annually during the term of the loan. Failure to provide data in a timely manner may result in termination of the project and/or immediate repayment of the loan.

**Certification:**

**I certify that the information provided in this application is true and correct as of the date of my signature on this application. I acknowledge my understanding that any intentional or negligent misrepresentation of the information in this application may result in civil liability and/or criminal prosecution.**

\_\_\_\_\_  
Land lord Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord Name (printed)

**Program Terms:**

1. Properties must be within the City of La Crosse.
2. Interest rate will be determined by program administration, but will not exceed 0%. Rates are determined based on project risk and whether the property is in a target neighborhood. Rates will be disclosed prior to formal agreement.
3. If the unit is not in the Neighborhood Revitalization Strategy Area (NRSA) then 51% of the units must be occupied by income-eligible tenants in order for the project to be eligible, 50% for a duplex.
4. Rents on affordable units may only be increased by no more than 2% annually during the period of the loan.
5. Loans are paid on a quarterly basis. Early repayment is allowed.
- ~~6. There is a non-refundable \$100 application fee made payable to Couleecap. This fee must be included for your application to be reviewed.~~
7. Income eligible tenants who become income-ineligible during the period of the loan do not have to move. They will not count against the income-eligible percentages, thus the next tenant that leases must meet income guidelines. This is only during the life of the loan.
8. Property owners must provide annual rent rolls to Couleecap for verification.
9. Couleecap and the City of La Crosse reserves the right to deny a project for any reason.
10. A lien will be placed against the property for the amount of the loan.

## **Couleecap, Inc. General Release of Information-Landlord**

To Whom It May Concern:

I/We have applied for a loan/grant and hereby authorize you to release to Couleecap, Inc., the program administrator, the requested information listed below:

1. Previous and past employment history including employer, period employed, title of position, income, and hours worked.
2. Disability payments, social security, and pension funds.
3. Any information deemed necessary in connection with a consumer credit report or a real estate transaction.

This information will be for the confidential use of Couleecap, Inc. in determining my/our eligibility for a grant or to confirm information I/we have supplied. Please complete the attached verification request. A photo or fax copy of this document may be deemed to be the equivalent of the original and may be used as a duplicate original. The original signed release of information form will be kept on record with Couleecap, Inc.

### **Applicant**

### **Co-Applicant**

\_\_\_\_\_  
Last Name, First Name, MI

\_\_\_\_\_  
Last Name, First Name, MI

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTICE TO BORROWERS:** the Right to Financial Privacy Act of 1978 requires this notice to you. The Department of Housing and Intergovernmental Relations/Department of Housing, Federal Housing Administration or Veterans Administration have a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to DHIR/DOH, FHA, or VA without further notice or authorization but will not be disclosed or released by this institution to another government agency without your consent except as required by law.

**NOTICE TO BORROWERS:** You are not required to provide Couleecap, Inc. or any of its agents, officers, or employees with your social security number. Failure to provide your social security number may limit your participation in programs or make you ineligible for programs.

## Couleecap, Inc. Rental Rehabilitation Request –Landlord Completes

<b>Property Address:</b>	<b>Approximate assessed value of property:</b>
<b>Property Insurance Agency:</b>	<b>Insurance Agency Phone Number:</b>
<b>PROPERTY REHABILITATION QUESTIONS</b>	
<i>Answer all of the questions below to the best of your ability.</i>	
1. Approximate age of your property: _____	
2. Number of legal units: _____	
3. Is your property historic, or could it be considered historic?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is your property currently owned under a land contract or lease to purchase agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is your property located in a 100 year floodplain?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is your property located along a riverbank?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is your property adjacent to a site of a chemical spill, SUPERFUND site, or radioactive materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does your property have a conditional use permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Total number of units in this property _____	
10. Number of units occupied by low income households _____	
*Go to <a href="http://www.couleecap.org/rehab.html">www.couleecap.org/rehab.html</a> to view the income limits by household size. You do not need to collect income verification at this time from your tenants. This is only an estimate. If your project meets financial and property underwriting criteria then additional income documentation will be collected.	
<b>FINANCIAL INFORMATION (FOR THIS PROPERTY ONLY)</b>	
1. Annual debt payments to all sources (principal and interest)	\$
2. Annual property taxes	\$
3. Management fee / costs	\$
4. Annual operating costs	\$
5. Other annual costs	\$
<b>6. Total annual expenses</b>	<b>\$</b>
7. Annual rental income	\$
8. Annual income from other sources (laundry, etc...)	\$
9. Total annual income	\$
10. - annual expenses (from #6 above)	minus \$
11. Amount available for additional debt service	

**Couleecap, Inc.**  
**Rental Rehabilitation Request –Landlord Completes**

Please list any code related repairs or Order to Correct repairs that need to be made:

List any system repairs/upgrades (electrical, HVAC, roofing, plumbing, etc...) that you wish to make:

List any exterior repairs/upgrades you wish to make (new siding, decorative elements, exterior lighting, etc...):

List any interior unit repairs/upgrades you wish to make (carpeting, flooring, etc...):

## Couleecap, Inc. Media Release-Landlord

Applicant Name \_\_\_\_\_

Co-Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby authorize Couleecap, Inc. to use my photo, photos of my home and/or information related to my experiences with Couleecap's Rehabilitation Programs. I understand this information may be used in publications (including electronic publications), audiovisual presentations, promotional literature, advertising, community presentations, letters to area legislators and media and/or other similar ways.

I would be interested in speaking to media and/or other interested parties about my experiences:

Yes

No

I prefer that:

my complete name to be used

my first name only to be used

no name be used

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

**Couleecap, Inc.**  
**Privacy & Disclosure Notice--Landlord**

We may collect non-public personal information about you from the following sources:

- Information that you provide to us, such as on applications or other forms;
- Information about your transaction with us or others; and
- Information from others, such as credit bureaus, real estate appraisers and employers

We do not disclose any non-public personal information about you to anyone, except as permitted by law.

To maintain security of customer information, we restrict access to your personal and account information to persons who need to know that information to provide you products or services. We maintain physical, electronic and procedural safeguards that comply with federal standards to guard your non-public personal information.

If you decide to close your account(s) or become an inactive customer, we will adhere to the privacy policies and practices as described in this notice.

Couleecap provides Home Improvement and Rehabilitation Counseling, Mortgage Default and Delinquency Counseling, Pre-purchase Counseling, Services for Homeless Counseling, and Pre-purchase Homebuyer Education Workshops. You are not obligated to receive, purchase, or utilize any other services offered by Couleecap in order to receive housing counseling services.

**ACKNOWLEDGMENT OF RECEIPT OF NOTICE**

Each of the undersigned hereby acknowledges the receipt of completed copies of the Privacy Notice.

\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Landlord Signature

\_\_\_\_\_  
Date

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\_\_\_\_\_  
Landlord Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Landlord Signature

\_\_\_\_\_  
Date

**Note- Please detach this copy and keep for your records.**