

Application Procedure

- Obtain and read the application package, which includes the program conditions, contractor requirements, summary of design considerations, loan application form, and a Remodeler Form for remodelers who have not participated in the program previously.
- Submit a complete application, including the \$350 application fee. *Please note: A commitment of funds can only be made when all required items have been received.*
- HRA staff request a pre-remodeling evaluation report. The evaluator will contact the homeowner directly to schedule the inspection. *Please note: This report is required before funds can be committed.*
- The application is reviewed and the HRA approves or denies the application.
- If an application is approved, the HRA issues a letter of commitment. *Please note: Approval of a Transformation Home Loan does not constitute complete approval of the project. The City of Richfield's Inspections Division must approve all building plans, and may have requirements independent of loan requirements. All setback and zoning requirements must also be met.*
- Once a letter of commitment is issued, the loan closing is scheduled. At the closing, applicants will sign a mortgage and promissory note, which will be filed against the property to secure the loan. The applicant will provide a check to the HRA to pay for the mortgage filing fee and registration tax.
- Project may begin.

TRANSFORMATION HOME PROGRAM 2011 APPLICATION COVER SHEET



APPLICANT CONTACT INFORMATION

Applicant(s) Legal Name(s) and Marital Status	
Applicant(s) current address	
Applicant(s) phone number	
Applicant(s) email address	

REMODELING INFORMATION

Description of proposed improvements	
Proposed Start Date	
Estimated Completion Date	
Name of architect or designer	
Name of remodeler(s)	
Remodeler phone number	

FINANCING INFORMATION

Estimated amount of contract	
Appraised value of property upon completion (if lender-financed)	
Lending Institution	
Type of financing (second mortgage/refinance/home equity line, etc.)	
Anticipated closing date	
Source of financing, if not lender financed	

APPLICATION REQUIREMENTS:

- Application cover sheet
- \$350 application fee
- Photograph of the property and specific area to be remodeled (digital format)
- Cost estimate
- Building plans (both floor plans and exterior elevations) and site plan (if applicable)
- Remodeler form with references

APPLICANT(S) SIGNATURE(S) *I certify that the information I have provided is accurate and that I have read and understand the program guidelines*

Signature	Date
Signature	Date

Please submit application packet to: Richfield HRA, 6700 Portland Avenue S., Richfield, MN 55423
Attn: Housing Specialist, or housespecialist@cityofrichfield.org. Limit one loan per property.

Date Application Received: _____

**TRANSFORMATION HOME PROGRAM
REMODELER FORM**

Business Name: _____

Phone No.: _____ Fax No.: _____

E-mail Address: _____

Business Address: _____

Contact Person: _____

1. How many years has your company been in business? _____
2. In the past three years, what has been the average number of homes your company has remodeled per year? _____
3. In the past three years, what has been the average remodeling contract price by your company? _____
4. Attach copy of your company warranty policy.

If no written policy exists, please acknowledge that you comply with statutory warranties.

Yes _____ No _____

5. You agree that you have the ability, at all times during the term of the Remodeling Contract, to have and keep in force the following minimum insurance coverages:

COVERAGES:

Workers Compensation
Employer's Liability
Comprehensive General
Independent Contractors
Products/Completed
Contractual Liability
Personal Injury Liability
"XCU" Liability (if applicable)
Broad Form Property
Comprehensive Automobile
for owned, hired, and
automobiles

LIMITS:

Statutory
\$300,000 BI & PD
Included
Included
Included
Included
Included
Included
Included
\$300,000 BI & PD

6. You meet Minnesota State licensing requirements. Yes ___ No ___

MN State Building/Remodeling Contractor License Number _____

(over)

Please list municipalities in which you have secured remodeling permits within the past 3-5 years and indicate the name of the City staff person (building official or other) with whom you had the most contact.

1. _____
2. _____
3. _____

8. Provide names, addresses and telephone numbers of five customer references that we may contact as references.

1. _____
2. _____
3. _____
4. _____
5. _____

9. Provide names, addresses and telephone number of three major suppliers or sub-contractors that we may contact as references.

1. _____
2. _____
3. _____

The information contained on this form may be provided to lenders, homeowners, and others interested in participating in Richfield Remodeling Programs.

By: _____

Its: _____

Date: _____