



NEIGHBORHOOD ENERGY CONNECTION ENERGY SMART HOMES DESCRIPTION & APPLICATION

Note: The Energy Smart Homes loan program is made possible by a grant from the Saint Paul Sales Tax Revitalization (STAR) Program. The loan program has several eligibility requirements, described below, and completing the application does not guarantee that you will receive a loan. The total amount available for loans is limited to \$250,000 and therefore not all qualified individuals may receive a loan. Loans will be distributed until funding is depleted.

Program Description

- The Neighborhood Energy Connection (NEC) will provide no-interest loans to selected Saint Paul homeowners to make energy-saving improvements to their homes.
 - The loans will be due upon the sale of the home or after 15 years, whichever comes first
 - The maximum loan amount is \$6,500
 - The loan covers up to half of the cost of improvements (homeowner will pay for half out of pocket)
 - The homeowner will pay closing fees up front. (fees average \$350)
- A credit check will be run on all applicants, and when it is determined that the applicant meets the above eligibility requirements, arrangements will be made for the home to undergo a home energy audit. Based on the findings of the home energy audit, the following improvements may be recommended: a new energy-efficient furnace or boiler, a new energy efficient water heater, attic and wall insulation, and air sealing. The no-interest loans available through this program may be used only for the specific items recommended by the home energy audit.
- The City reserves the right to adjust the terms and conditions of the Program as necessary.

Eligibility Requirements

- You own a homesteaded property in Saint Paul and your home was built before 1992
- You are current on your mortgage(s)
- You are current on your taxes and have no delinquent taxes, unpaid collections or judgments.
- You are not in default on any government obligations including student loans

REQUIRED DOCUMENTATION

Please include with this application, the following documentation, as applicable:

- **Copies of employment pay stubs covering the most recent 30 days**
- **Copy of the first four pages of your most recently filed tax return (if you are self-employed include schedule C, if you own rental property include schedule E)**
- **Copies of your most recent W-2s**
- **Copies of most recent bank statements (if you receive retirement income through direct deposit)**
- **Verification of any Public Assistance and/or child support**

Loan Terms

- Fifteen year deferred note 0% interest
- The loan is due at the time property is sold, transferred, or otherwise conveyed or at the time the property ceases to be the owner's principal residence.
- Your spouse must join in the application and sign the loan note regardless of whether he/she has an income.

ENERGY SMART HOMES LOAN APPLICATION

Date: _____ Loan Amount: _____
(Leave Blank)

APPLICANT(S) INFORMATION

Full Name of Applicant:	Social Security Number:
Full Name of Co-Applicant:	Co-Applicant Social Security Number:
Applicant Date of Birth:	Co-Applicant Date of Birth:
Household Size (number of people):	Number of household members aged 18 or older:
Applicant Address (Street, City, State, Zip):	
Home Phone:()- -	Work Phone:()- -
Number of years you have lived at this address:	Xcel Energy Account Number (on bill):
Name and Address of nearest relative not living with you:	Relationship to you:
Marital Status: Applicant	
Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried* <input type="checkbox"/> Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> <i>*Includes Single, Divorced, Widowed</i>	
Marital Status: Co- Applicant	
Married <input type="checkbox"/> Separated <input type="checkbox"/> Unmarried* <input type="checkbox"/> Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> <i>*Includes Single, Divorced, Widowed</i>	

RACE/ETHNICITY

Applicant

- White
- Black/African American
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaska Native & Black African American
- Other Multi Racial

Hispanic Yes No

RACE/ETHNICITY

Co-Applicant

- White
- Black/African American
- Asian
- American Indian/Alaska Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaska Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaska Native & Black African American
- Other Multi Racial

Hispanic Yes No

The information is requested solely for the purpose of determining compliance with federal civil rights law. Your response will not affect consideration of your application. By providing this information, you will assist in assuring that this program is administered in a nondiscriminatory manner.

INCOME AND EMPLOYMENT

- Include information on employment and ALL SOURCES OF INCOME for you, your spouse, and for other resident(s) of your household age 18 and over, including all persons living in your housing unit for at least 9 months of the year and who do not pay rent, or who you claim as dependents for federal income tax purposes.
- Verification of your income will be requested before your application is processed.

1. Self- Employed Individuals

Name of Income Earner: _____
Business Address: _____
Years in Business: _____
Type of Business: _____
Business Phone _____

	Year 1	Year 2
Net profit or loss from Schedule C or F	\$	\$
Depreciation from Schedule C or F	\$	\$
Capital and/or Supplemental Gains or Losses	\$	\$
If business related from Form 1040	\$	\$
TOTAL:	\$	
Total Average of Year 1 and 2 \$		

2. Individuals Receiving Regular Paychecks

a. Name of Income Earner #1: _____

Employer Name:	Type of work /position:
Employer Address:	Number of years: Business Telephone:
Gross Income x Number of Paychecks per year:	
\$ x =	\$
Annual Overtime Earnings and Bonuses:	\$
TOTAL:	\$

b. Name of Income Earner #2: _____

Employer Name:	Type of work/position:
Employer Address:	Number of years: Business Telephone:
Gross Income x Number of Paychecks per year:	
\$ x =	\$
Annual Overtime Earnings and Bonuses:	\$
TOTAL:	\$

3. Rental Income

Name of Rental Property Owner: _____

Monthly Rent x Months Rented \$ _____ x _____ = \$ _____

Annual Deductions taken in proportion to the number of units rented (not allowed for room and board income)

Interest	\$	_____
Insurance	\$	_____
Taxes	\$	_____
Maintenance/Utilities	\$	_____
Total Deductions	\$	_____
Net Annual Rent:	\$	_____

4. Other Income. List Social Security payments, pensions, interest, dividends, unemployment, child support, military reserve, AFDC, alimony, separate maintenance income, contract-for-deed (principal and interest minus expense), etc.

a. Name of recipient: _____

Type of income: _____

Amount x Number of payments per year: \$ _____ x _____ = \$ _____

b. Name of recipient: _____

Type of income: _____

Amount x Number of payments per year: \$ _____ x _____ = \$ _____

Household Gross Annual Income (Sum of 1, 2a, 2b, 3, 4a, 4b): \$ _____

PROPERTY INFORMATION

- If the property is a manufactured house or any other factory-made building, it must be permanently fixed to land by way of a foundation and taxed as real property.
- The property must currently be used as a year-round, permanent residence, and must be a completed structure.
- You have no current intention to sell, assign, or transfer your interest in the property to another.

PROPERTY INFORMATION					
<i>(Applicant must currently own property/building. Evidence of ownership required).</i>					
Address of Property to be Improved (Street, City, State, Zip):					
No. Units:	No. of Stories:		Year Built:		
Purchase Price: \$		Date of Purchase:			
Whom Indebted (Name, Address):	Date Incurred:	Original Amount:	Current Balance:	Monthly Payment:	Maturity Date:
Contract-for-Deed	\$	\$	\$	\$	\$
Mortgage	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$
Is the property being purchased on a contract-for-deed? No <input type="checkbox"/> Yes <input type="checkbox"/>					
If yes, is there a "balloon payment"? No <input type="checkbox"/> Yes <input type="checkbox"/> Date: _____ Amount: \$ _____					
NOTE: the term of your Energy Smart Homes Loan cannot extend beyond the date of any balloon payment. A copy of your contract-for-deed must be attached to your application.					

Measures not listed above are generally not eligible.

CONDITIONS PERTAINING TO COMPLETION OF WORK

- A) Funds will be used to finance energy improvements recommended by a state certified energy auditor. The auditor will itemize eligible improvements on the “Bid Specifications” form. The use of loan funds for any other purpose violates statutory law and legal remedies will be pursued for such violations.
- B) Loan funds shall not be applied toward any work begun prior to the date of approval of the loan application and completion of the energy audit.
- C) Refinancing of any debt or reimbursement of expenses is ineligible.
- D) The Neighborhood Energy Connection will inspect completed improvements for conformity to the “Bid Specifications” and the “Contracts Warranties for Energy Improvements” agreement.
- E) Loan funds will be dispersed upon completion and inspection of all contracted work financed.

I / we certify that the statements contained in this application are true, accurate and complete to the best of my /our knowledge and belief. I / we agree to the conditions pertaining to completion of work.

I / we hereby authorize the release of any information necessary for the lending institution to process this application.

(Applicant Signature)

(Date)

(Co-Applicant Signature)

(Date)

Please send this signed and dated application, along with the required documentation to:

**Neighborhood Energy Connection
Attention: LeAnne Karras
1754 University Ave W.
Saint Paul, MN 55104**

If you have any questions, call LeAnne Karras: (651) 789-5706

The information requested in this credit application is legally required to determine if you qualify for participation in this City of Saint Paul program. A portion of the data requested is classified as "private data on individuals" under Minnesota Statutes 462A.065. Use of the data is limited to that necessary for the administration and management of this program by City of St. Paul personnel, those under contract with the City of Saint Paul, and other governmental agencies when authorized by state statute or federal law.