

# FOR-SALE HOUSING PROGRAMS APPLICATION

## COMMUNITY DEVELOPMENT ADMINISTRATION

(314) 622-3400

Date: \_\_\_\_\_

### I. General Information

#### ◆ Development Information

Development Name: \_\_\_\_\_

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

St. Louis, MO      Zip Code: \_\_\_\_\_      Ward: \_\_\_\_\_      Census Tract: \_\_\_\_\_

Do you plan to seek real property tax abatement for this development?       Yes       No

If yes, is this development part of a designated redevelopment area under:

Chapter 99       Chapter 100      or       Chapter 353

Please check all of the following types of development activities that apply to this project.

- Acquisition
- Demolition
- Rehabilitation
- New Construction

Percent Occupied: \_\_\_\_\_ %

#### ◆ Assistance Request Information

CDA For-Sale Housing Program Request:

For-Profit Developer:      Loan      \$ \_\_\_\_\_

Not-For-Profit Developer      Loan      \$ \_\_\_\_\_

Grant      \$ \_\_\_\_\_

#### ◆ Developer Information

Entity Name: \_\_\_\_\_ Federal I.D. #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

Address: \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

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

Legal Form:       Individual       General Partnership       Limited Partnership  
 For-Profit Corporation       Non-Profit Corporation       Other \_\_\_\_\_

Is this firm a certified Minority-owned Business Enterprise (MBE)?       Yes       No

If yes, list Certification Number: \_\_\_\_\_ # \_\_\_\_\_

Is this firm a certified Women-owned Business Enterprise (WBE)?       Yes       No

If yes, list Certification Number: \_\_\_\_\_ # \_\_\_\_\_

*CDA For-Sale Housing Production Program*

#### ◆ General Partner/Corporate Officer Information (if applicable)

(List Managing General Partner on first line.)

Name:	Fed. ID/Soc. Sec. #	Owens:	%
Name:	Fed. ID/Soc. Sec. #	Owens:	%
Name:	Fed. ID/Soc. Sec. #	Owens:	%

Is this entity a certified Minority-owned Business Enterprise (MBE)?  Yes  No  
 If yes, list Certification Number: # \_\_\_\_\_

Is this entity a certified Women-owned Business Enterprise (WBE)?  Yes  No  
 If yes, list Certification Number: # \_\_\_\_\_

Will development be owned or sponsored by:  
 Community Based Development Organization (CBDO)?  Yes  No  
 Is the CBDO designation from CDA?  Yes  No  
 Community Housing Development Organization (CHDO)?  Yes  No  
 Is the CHDO designation from CDA?  Yes  No

Has the developer completed any other residential development project?  Yes  No  
 If yes, please answer the following:  
 How many projects has the developer completed? # \_\_\_\_\_  
 How many dwelling units has the developer been responsible for producing?  
 New Construction # \_\_\_\_\_ units  Rehab # \_\_\_\_\_ units

List completed projects:

Project Name	Address	New	Rehab	For-Sale	Rental	Low/Mod	Mrkt Rate	# Units	Total Development Cost
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	\$ _____

If developer has been involved in residential development projects in some other capacity, please specify:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_









- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Microwave        | <input type="checkbox"/> Refrigerator  | <input type="checkbox"/> Kitchen Exhaust Duct   | <input type="checkbox"/> Fireplace      |
| <input type="checkbox"/> Range & Oven     | <input type="checkbox"/> Ceiling Fans  | <input type="checkbox"/> Common On-site Laundry | <input type="checkbox"/> Balcony        |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Carpet        | <input type="checkbox"/> Laundry Hook-ups       | <input type="checkbox"/> Security Alarm |
| <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Blinds/Drapes | <input type="checkbox"/> Laundry Equip. in unit | <input type="checkbox"/> Other: _____   |

◆ **Equipment included with Other Units**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Microwave        | <input type="checkbox"/> Refrigerator  | <input type="checkbox"/> Kitchen Exhaust Duct   | <input type="checkbox"/> Fireplace      |
| <input type="checkbox"/> Range & Oven     | <input type="checkbox"/> Ceiling Fans  | <input type="checkbox"/> Common On-site Laundry | <input type="checkbox"/> Balcony        |
| <input type="checkbox"/> Garbage Disposal | <input type="checkbox"/> Carpet        | <input type="checkbox"/> Laundry Hook-ups       | <input type="checkbox"/> Security Alarm |
| <input type="checkbox"/> Dishwasher       | <input type="checkbox"/> Blinds/Drapes | <input type="checkbox"/> Laundry Equip. in unit | <input type="checkbox"/> Other: _____   |

**V. Site Information**

Form of Site Control:  Option  Contract  Deed  
 Date of Acquisition: \_\_\_\_\_ Expiration date of option or contract: \_\_\_\_\_ Price: \$ \_\_\_\_\_  
 Site Area (purchased in this transaction): \_\_\_\_\_ Sq. Ft.  
 Site Area (utilized for the proposed development): \_\_\_\_\_ Sq. Ft.  
 Seller's Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Arms-Length Transaction?  Yes  No

Explain the relationship between buyer and seller. Provide sales contract from last arms-length transaction. If the sales contract cannot be provided at the initial application stage, it will be a requirement to receive a firm Financing Commitment.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Of the above, list those properties on which there is an existing mortgage and provide the approximate amount of the loan outstanding.

Address	Mortgage Balance
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Does current site zoning allow residential use?  Yes  No

If no, please explain what steps have been or will be taken to obtain zoning approval.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Will the current site(s) require lots to be subdivided?  Yes  No

Are the following utilities now located on the site?



## VI. Development Sales Prices

The sales price to be sought for the units is one of the most important parts of the application because of the competitive process for selection of developments. The sales price is also a critical factor in determining development feasibility.

In completing the sales price information on the following pages, the sponsor should anticipate the base sales prices that will be in effect as of the date the units will be completed and available for occupancy.

### ◆ Units Sales Prices

Enter your proposed sales prices for units in the development.

Unit Type	# of Units	Sales Price per Unit	Sales per Unit Size	Avg. Floor Area (net sq. ft.)	Subsidized CDBG/HOME Unit	Non-Subsidized Unit
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
BR Bath		\$ _____	\$ _____	sq.ft. _____	<input type="checkbox"/>	<input type="checkbox"/>
Total Sales Proceeds:			\$ _____			
Less Sales Commissions:			(\$ _____ )	_____ %		
Net Sales Proceeds:			\$ _____			

### ◆ Homebuyer Assistance Information

Do you expect to receive or are you currently receiving any homebuyer assistance subsidies for this development?  Yes  No

If you answered yes, please check the types of subsidy expected:

- Mortgage Revenue Bond (MRB) Financing
  Local HOME Homebuyer Assistance  
 MHDC Homebuyer Assistance Program
  Other: \_\_\_\_\_

Number of units expected to receive assistance: \_\_\_\_\_ units

## VII. Proposed Sources and Uses of Funds

### ◆ Proposed Sources of Funds

	<b>Amount</b>
Amount of Loan Advanced or to be Advanced by CDA	\$ _____
Amount Advanced or to be Advanced by:	\$ _____
(name of lender)	
Tax Credit Equity	\$ _____
Pre-Paid Acquisition (If Applicable)	\$ _____
Developer's Equity (Reserved Profit)	\$ _____
Sales Commission	\$ _____
Developer's Cash Equity	\$ _____
<b>Total Sources</b>	<b>\$ _____</b>

### ◆ Proposed Uses of Funds

#### Soft Costs

Architect	\$ _____
Engineer	\$ _____
Legal Fees	\$ _____
Accounting	\$ _____
Survey/Flood Letter	\$ _____
Appraisal	\$ _____
Title Insurance	\$ _____
Construction Period Insurance	\$ _____
Recording Fees	\$ _____
Disbursing Fees	\$ _____
Construction Period Taxes	\$ _____
Utilities	\$ _____
Construction Loan Fees	\$ _____
Permanent Loan Fees	\$ _____

#### Balance Required for Construction:

Construction Interest	\$ _____
Construction Budget (Hard Costs)	\$ _____
Contractor's Profit	\$ _____
Contingency Reserve	\$ _____

#### To Reserve for Other Items of Cost:

Maintenance of Security System	\$ _____
Acquisition	\$ _____
Holding Costs	\$ _____
Developer's Profit	\$ _____
Marketing	\$ _____

Sales Commission  
Other:

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

**TOTAL ALL EXPENSES**

\$ \_\_\_\_\_



If you plan to provide supportive services to your homebuyers, please provide the following:

Description of the population to be served:

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Description of the services to be provided:

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Description of the intended benefits of the services to be provided:

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## X. Development Schedule

For each item in the chart below, enter the month and year that the item was accomplished, or for future events, the month and year when that item is expected to be accomplished. If an item does not apply to your development, enter N/A.

**Activity**

**Month / Year**

◆ <b>Site</b>	Option	/
	Contract	/
	Closing	/
	Zoning	/
	Site Analysis	/
◆ <b>Construction Financing</b>	Source: _____	
	Application Submission	/
	Conditional Commitment	/
	Firm Commitment	/
◆ <b>Plans</b>	Preliminary Drawings	/
	Working Drawings	/
◆ <b>Construction Loan Closing</b>		/
◆ <b>Construction Start</b>		/
◆ <b>Marketing Start-Up</b>		/
◆ <b>Construction Complete</b>		/
◆ <b>All Units Sold</b>		/

## XI. Certification

The Undersigned applicant(s) hereby each certify that, to the best of my/our knowledge, all of the information in this application and all supporting documentation is correct, complete and accurate. I/We further certify that:

1. The costs listed above are based upon firm bids or estimates and are reasonable and sufficient to complete the proposed development project.
2. The costs listed above include only those costs that are reasonable and directly necessary to the construction and financing of the project.
3. The developer understands that CDA makes no representations or warranties regarding the financial feasibility of the development and that any and all CDA financing of the development is solely based on representations made by the developer. I therefore agree to hold harmless and indemnify CDA and the individual directors, employees, members, officers, and agents of CDA in the event that the developer or anyone acting on the developer's behalf, at the developer's request or by and through the developer incurs any loss in conjunction with the development.
4. The developer will provide any funds necessary to complete the development of the project over and above those shown in the Sources of Funds form as available to complete the project and it has such funds available to pay such costs.
5. The developer agrees not to take its profit from the project assistance applied for in this application.
6. But for the project assistance being applied for in this application, this project would not be developed.
7. I understand and agree that my application for financing, all attachments thereto, and all correspondence relating to my application are subject to a disclosure request and I expressly consent to such disclosure. I further understand that any and all correspondence to me from CDA or other CDA-generated documents relating to my application are subject to a request for disclosure and I expressly consent to such disclosure. I agree to hold harmless CDA and the individual directors, employees, members, officers, and agents of CDA against all losses, costs, damages, expenses, and liability of whatsoever nature or kind (including, but not limited to, attorney's fees, litigation, and court costs) directly or indirectly resulting from or arising out of the release of all information pertaining to my application pursuant to a disclosure request.
8. I understand that any misrepresentations in this application or supporting documentation may result in a withdrawal of CDA financing and my (and related parties) being barred from future program participation.
9. All Federal, State and local subsidies have been disclosed and revealed.
10. All information provided in the application and all documents submitted are true, correct, and complete, to the best of my knowledge.

The developer further recognizes and accepts its obligation to notify CDA immediately if it becomes aware of any subsequent events or information which would change any statements or representations previously submitted to CDA.

*WARNING: The funds which are the subject of this application are administered by the U.S. Department of Housing and Urban Development. Section 1012 of Title 18 of the United States Code provides, "Whoever, with the intent to defraud... makes any false statement to or for such department... shall be fined not more than \$1,000 or imprisoned not more than one year, or both."*

## Signatures

**APPLICANT(S)**

\_\_\_\_\_  
*Printed Name*

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

\_\_\_\_\_  
*Title*

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