

# Energy Conservation Loan Program

## Step-by-Step Instructions

The Energy Conservation Loan Program (ECL) application materials have been designed to help you complete the loan application process quickly and easily. The Connecticut Housing Investment Fund, Inc. (CHIF) administers the State of Connecticut Department of Economic and Community Development's Energy Conservation Loan Program (ECL). CHIF's Program Administrators are always available to assist with your application or to answer any questions you may have about the program. Information is also available on CHIF's website at [www.chif.org](http://www.chif.org).

Follow the steps listed below to expedite the loan approval process.

### Step 1:

If you have not already done so, please visit our website at [www.chif.org](http://www.chif.org) to determine if you qualify under the program's published established income limits. If you do not have access to the internet please contact a CHIF program administrator at 1-800-992-3665 or 860-233-5165, ext. 2019 or 2023. When you call, you will be asked to provide: 1) the average of your adjusted gross income as reported on your IRS income tax returns for the last two years, and 2) your family size.

### Step 2:

Complete the "Application for Energy Conservation Loan Program" form. Please be sure to complete all sections and to sign the "Authorization to Release Information," Section VII.

### Step 3:

Please include the following documents with your application:

- Copies of your IRS tax returns, including all schedules, for the last two years
- A copy of your mortgage statement, or mortgage release if the mortgage has been paid off

### Step 4:

Mail the completed application, copies of tax forms and mortgage statement or release to:

**Connecticut Housing Investment Fund, Inc.**  
**121 Tremont Street**  
**Hartford, CT 06105**

Should you have any questions when completing the application, please feel free to contact us at **1-800-992-3665** or **860-233-5165, ext. 2019** or **2023**. We look forward to assisting you with your Energy Conservation Loan.



CHIF

A program of the State of Connecticut  
Department of Economic and Community Development  
administered by the  
Connecticut Housing Investment Fund, Inc.  
121 Tremont Street, Hartford, CT 06105



**State of Connecticut**  
**Department of Economic and Community Development**  
**Application for Energy Conservation Loan Program**  
*Administered by*  
**Connecticut Housing Investment Fund, Inc. (CHIF)**

For Office Use Only	
_____	Family Size
_____	Area
_____	Adjusted Gross Income
_____	% of MFI

I. Borrower Information			
Borrower Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Co-Borrower Name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	
Social Security Number		Social Security Number	
Phone (evening)		Phone (evening)	
Phone (daytime)		Phone (daytime)	
Mailing Address		City	Zip County
Email Address			
II. Employment Information			
Borrower's Employer		Co-Borrower's Employer	
Address		Address	
City	State	Zip	City State Zip
Phone		Phone	
Position Held		Position Held	
How long?		How long?	
III. Monthly Income			
GROSS MONTHLY INCOME (Before Taxes)		Borrower	Co-Borrower
Base Employment Income		\$	\$
Overtime / Bonuses / Commissions		\$	\$
Social Security		\$	\$
Pension(s)		\$	\$
Dividends / Interest		\$	\$
Other (Alimony, child support or separate maintenance income does not have to be revealed if the Borrower or Co-Borrower does not choose to have it considered as a basis for repaying this loan.)		\$	\$
		\$	\$
IV. Personal Residence Information & Purpose of Loan			
Residence Address (street, city, state, zip code)		Number of Persons Residing in the Household	<b>Monthly Homeownership Costs</b>
Owner(s) [Name(s) on Deed]		Mortgage co-signers, if any	1 <sup>st</sup> Mortgage Principal & Interest \$
Date Property Acquired		Number of Units	2 <sup>nd</sup> Mortgage Principal & Interest \$
Monthly Rental Income, if any		Name and address of 1 <sup>st</sup> Mortgage Holder (Bank)	Mortgage Insurance \$
Name and address of 1 <sup>st</sup> Mortgage Holder (Bank)		Loan Number:	Real Estate Taxes \$
Name and address of 2 <sup>nd</sup> Mortgage Holder (Bank)		Loan Number:	Homeowners Insurance \$
			Condo Fee(s) \$
			Other \$
What property will you improve with your energy conservation loan? If the property you intend to improve is different from your personal residence, enclose a second sheet with the above information for that property also.			
Describe the conservation improvements you would like to finance with your energy conservation loan.			
Amount requested			
How did you find out about the Energy Conservation Loan Program?			

**V. Liabilities / Credit References**

List all loans, installment accounts (such as car loans), mortgages not listed previously, and debts from banks, loan companies, credit unions, stores, and credit cards. Include alimony, child support and maintenance payments. If additional space is needed, attach a separate sheet to this application.

Creditor	Account #	Balance Due	Monthly Payment

**Please call to determine income eligibility before sending in application  
Call CHIF at 1-800-992-3665 or 233-5165, ext. 2019 or 2023, for details.**

**VI. Authorization to Release Information**

I/We have applied for a State of Connecticut Energy Conservation loan. As part of the application process, the State of Connecticut Department of Economic and Community Development (DECD), or its designee, the Connecticut Housing Investment Fund, Inc. (CHIF), may verify information contained in my/our loan application and in other documents required in connection with the loan.

By signing this authorization, I/We authorize the release of any and all information and documentation CHIF may request. I/We understand this information may include, but is not limited to, employment history and income; past and present mortgages; copies of personal or business tax returns and W-2 statements for the previous two (2) years; and, other pertinent personal information for confidential use by DECD or its designee, CHIF.

I/We further authorize CHIF to order a consumer credit report and verify other credit information.

A copy of this authorization may be accepted as an original.

I/We have read and fully understand the contents of the "Authorization to Release Information."

Date \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_

**VII. Declarations**

**Explain all "Yes" answers**

- Are there any liens against your property?  Yes  No
- Have you filed bankruptcy in the last 7 years?  Yes  No
- Are you a co-maker or endorser for others?  Yes  No
- Have you ever had an energy conservation loan?  Yes  No
- Do you own other residential property not mentioned on this form?  Yes  No

**VIII. Enclosures**

**Enclose the following documents with your loan application (Failure to enclose these documents will delay processing of your application):**

- Copies of your IRS tax returns, including all schedules, for the last two years.
- A copy of your mortgage statement, or mortgage release if the mortgage has been paid off.

## IX. Information About the Energy Conservation Loan Program (ECL)

### *How can I qualify for the Energy Conservation Loan Program?*

1. You must own a 1-4 family home.
2. The average of your adjusted gross income as reported on your IRS income tax returns for the last two years must not exceed the program's established income limits for your family size for your area of Connecticut.
3. You must be a resident of the state of Connecticut.
4. You must have good credit. **Please call if you have had a bankruptcy within the last 4 years.**
5. You must obtain a written estimate for each energy improvement measure. **Work in progress, or completed, is not eligible for funding under this program.**

**How much can I borrow?** You can borrow from \$400 to \$25,000 for homes with 1 – 4 residential units. Loans for properties with 5 or more residential units are available through the Multifamily Energy Loan Program (MEL).

**What are the loan terms?** The interest rates charged vary in accordance with the borrower's family size, property location, and average adjusted gross income from the past two years' federal tax filings. The loan may extend for ten years. At the closing, you will sign a loan note and agreement not to further mortgage or sell your property without having paid off the energy conservation loan.

### *What energy-related home improvements are eligible?*

- Storm Windows and Doors
- Thermal Windows and Doors
- Replacement Heating Systems
- Insulation
- Automatic Set-Back Thermostats
- Caulking and Weatherstripping
- Conversion from Electric Heat if home was constructed prior to 1/1/80
- Woodstoves
- Replacement Roofs
- Siding
- Heat Pumps
- Replacement Central Air Conditioning
- Solar Systems and Passive Solar Additions

## X. How the Program Works

6. Sign and return this completed application along with the past two year's IRS tax returns and a copy of your mortgage statement or release to:  
**Connecticut Housing Investment Fund, Inc.**  
**ECL Program**  
**121 Tremont Street**  
**Hartford, CT 06105**
7. When the loan is approved, you will receive a commitment letter and loan closing documents from the Connecticut Housing Investment Fund, Inc. (CHIF). A \$53.00 fee will be charged to record the loan agreement in the town's loan records.
8. Approximately three days after the closing you will receive a check from CHIF. When the improvements are completed, you must send proof of completion as well as copies of cancelled checks to CHIF. All jobs are subject to post-installation inspections by the Department of Economic and Community Development.

**Call CHIF at 1-800-992-3665 or 233-5165, ext 2019 or 2023, for details.**



**CHIF**

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