

Homeowners Emergency Loan Program

Step-by-Step Instructions

The Homeowners Emergency Loan Program (HELP) application materials have been designed to help you complete the loan application process quickly and easily. Applicants must be owner-occupants of a 1-4 family residential property located in CT. The Connecticut Housing Investment Fund, Inc. (CHIF) administers the State of Connecticut Department of Economic and Community Development's Homeowners Emergency Loan Program (HELP). 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.

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 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 Homeowners Emergency 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 Homeowner's Emergency 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 Homeowner's Emergency 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)	
Mobile Phone		Mobile Phone	
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	
Phone		Phone	
Position Held		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	Monthly Homeownership Costs
			1 st Mortgage Principal & Interest \$
Owner(s) [Name(s) on Deed]		Are you an owner-occupant? <input type="checkbox"/> Yes <input type="checkbox"/> No	2 nd Mortgage Principal & Interest \$
Mortgage co-signers, if any			Mortgage Insurance \$
Date Property Acquired	Number of Units	Monthly Rental Income, if any	Real Estate Taxes \$
Name and address of 1 st Mortgage Holder (Bank)		Loan Number:	Homeowners Insurance \$
			Condo Fee(s) \$
Name and address of 2 nd Mortgage Holder (Bank)		Loan Number:	Other \$
What property will you improve with your homeowner's emergency loan?			

Describe the repairs/replacements you would like to finance with your e homeowner's emergency loan.

Amount requested

How did you find out about the Homeowners Emergency 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 Homeowner's Emergency Loan Program (HELP). 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
- Verifiable proof that the damage is specific to the spring floods between 03/28/10 and 04/01/10 (see list of acceptable forms of verification below)
- A copy of your mortgage statement, or mortgage release if the mortgage has been paid off.

IX. Information About the Homeowners Emergency Loan Program (HELP)

How can I qualify for the Homeowners Emergency Loan Program?

1. You must be an owner-occupant of 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 emergency repair/replacement.
6. Property Taxes and Mortgage must be current.
7. You must provide verifiable proof acceptable to CHIF that the damage is specific to the spring floods which occurred between 03/28/10 and 04/01/10. Methods for verification include:
 - Date stamping of photos, videos, third-party inspections, and estimate for work to be done;
 - Dated receipts, cancelled checks, charge card statements, etc., covering work or work completed, materials, equipment rental and or equipment purchase;
 - FEMA reports or estimates provided to municipalities to support a FEMA application may be considered.
 - Documentation of a declined claim to your insurance company or FEMA if in a FEMA designated disaster community or documentation that no insurance policy exists

Activities eligible for funding under this program must be attributable to storm damage from 03/28/10 to 04/01/10 and include:

- Damage to Basements
- Damage to Foundations
- Damage to Roofs
- Insulation
- Window replacement
- Furnaces, Boilers & Hot water heaters
- Sump Pumps
- Removal of Water & Cleaning of Flood damaged areas
- Pumps, Hoses & heaters for removing water and drying
- Foundation Waterproofing
- Insurance Deductibles

What are the loan terms?

- \$20,000 for structural repairs
- \$750 for hot water heaters
- \$7,000 for furnaces
- Up to 2% Interest rate depending on income qualifications
- No Application or closing fees except a \$53.00 Loan Agreement recording fee

Note: If the applicant qualifies for the ECL program, furnace replacement will be covered at 0% consistent with that program's guidelines. The loan may extend for ten years and is fully amortizing. At the closing, you will sign a loan note and agreement which constitutes a lien on the property such that you may not further mortgage, re-finance or sell your property without having paid off the Homeowner's Emergency loan. Prepayment is allowed at anytime without penalty.

X. How the Program Works

8. 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.
Homeowner's Emergency Loan Program
121 Tremont Street
Hartford, CT 06105**
9. 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.
10. 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

(860) 233-5165 (800) 992-3665 Fax (860) 233-3920 Help@chif.org • www.chif.org

A program of the State of Connecticut
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