United Housing Home (UHI) Improvement/Repair Loan Program

Thank you for your interest in United Housing’s (UHI) home improvement loan program. We are excited to have this loan program available to help you fix up your home. Our home improvement/repair loan program is “secured” meaning a lien will be placed on the subject property until the loan has been satisfied. This loan has a very low fixed interest rate with repayment terms of 10 years. This makes an affordable monthly payment. The loan amount is up to $15,000. UHI will base the value of subject property using Shelby County Tax Assessor therefore an appraisal will not be required. Please know these funds are limited, therefore the sooner you apply the better.

How do to apply:

- Complete “United Housing Home Repair Loan Questionnaire”
  - Note: Program based on “Household” income. Income document required for everyone living in the subject property that is over the age of 18. Only the applicant’s income will be used to determine the housing and debt ratio. Call United Housing to find if you fit the Household Income Guideline prior to paying the $16 credit report fee

- Provide $16 for Credit Report
- Copy of Social security card and Government Identification

Forward all of the above to United Housing for review.

Note: If approved, you must attend a one on one counseling session with United Housing Lending Department to discuss budgeting, construction process and home maintenance. In addition the following documents will be required: Last 30 days of paystubs; Social security award letters; pension award letter; all source of income; last 2 years of tax returns; most recent mortgage statement. (Additional Information may be required)

Please note: United Housing will review your completed application and credit report. Before rendering a decision, UHI will send you a “Loan Estimate” form for your review. You have 10 days from receipt of the “Loan Estimate” form to let us know if you want to proceed. (Proceeding does not mean you’ve been approved or denied) Once we have your signed “Intent to proceed,” United Housing will gather additional documents from you to make a decision to approve or deny your loan request.

For questions contact:

United Housing, Inc.  Telephone:  901.272.1122
Email:  preed@uhinc.org
Address:  2750 Colony Park Dr.
          Memphis TN 38118
# UHI Home Improvement/Repairs Loan Program Guidelines

<table>
<thead>
<tr>
<th>Minimum / Maximum Amount</th>
<th>$5,000 - $15,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term</td>
<td>10 Years (120 MONTHS)</td>
</tr>
<tr>
<td>Fixed Interest Rate</td>
<td>1.5% FIXED (subject to change, based on market &amp; loan committee)</td>
</tr>
</tbody>
</table>
| Monthly Payments         | - Payments will be based on the loan amount, interest rate and loan term plus $12 servicing fee  
- Monthly payments will cover the interest due on the unpaid balance plus an amount to reduce the balance so the loan will be paid in full by maturity. |
| Fees                     | Estimated Attorney closing cost fees $225 (Fees may be financed; will be deducted from approved loan amount)  
Up front $16 Credit Report Fee (if approved, credit will be given at closing) |
| Prepayment Penalty       | No fee charged for early payoff of the loan. |

## UHI Cost for Construction Management and Inspections for all repairs/improvements: 15% of the loan amount

- **Market Area:** ............... Shelby County TN (Low to moderate limits based on family size) 80% AMI limits
- **Eligible Loan Purpose:** Projects must be approved by United Housing and work must be performed by contractors approved by United Housing.
- **Qualified Repair Categories:** Roofing, mechanical, electrical and plumbing systems (HVAC, water heater, etc.), weatherization and energy conservation (windows, storm windows, doors, and insulation), handicapped accessibility improvements, safety and security upgrades, exterior repairs/painting/siding, and code violations. Some home improvements may be acceptable; case by case basis
- **Eligible Borrower:** ....... Applicants and co-applicants must provide documents that UHI to verify identity and legal residence status (see identification documents list below).
- **Occupancy Requirements:** Applicant must be the owner of and live in the property to be improved. Investment properties and second homes are not eligible for this program. Co-applicants are allowed but are not required to live in the property to be improved.
- **Eligible Properties:** ...... Single family residences, duplexes if one unit is Owner Occupied, rural properties
- **Underwriting:** .............. 1. A credit report will be obtained on each applicant. Minimum credit score allowed is 580 (all applicants) to be supported with proper documentation. History of credit use will be considered. Mortgage must be current.  
2. Maximum Debt-To-Income (“DTI”) ratio of 45% Housing Ratio 33% (Ratio are based on the applicants income only)  

**DTI** is calculated by dividing total monthly credit payments by your gross monthly income; Debt includes mortgage obligations (add property taxes and insurance if not included in mortgage payment) and non-mortgage debts (alimony, child support, car and credit card payments, etc.); medical collections not considered in DTI calculation.

- No cash out
- 1st or 2nd lien position
- Property taxes: Must be current
- Homeowners Insurance Required
- Bankruptcy must be discharged or dismissed > 2 years
- Satisfactory Income (income must continue for at least 3 years)
UHI Home Improvement/Repair Loan Program

Outline of Construction Process

Qualifying Construction Categories:

- Roofing
- Mechanical, electrical and plumbing, Systems (HVAC, Water Heater, etc.)
- Weatherization and energy conservation (windows, doors, insulation)
- Handicapped accessibility improvements
- Safety and security upgrades
- Exterior repairs / painting / siding
- Code violations
- Some Home Improvements may be acceptable (case by case basis)

Contractor List:
A list of contractors authorized to perform work for Homeowners through this program will be maintained by United Housing, Inc. and provided to Homeowners participating in the program in advance of contracting for repairs funded through the program. Authorized Contractor Qualifications will include the following:

- Completed UHI Contractor Profile (pertinent firm information and references)
- Proof of current licensure with the state of TN
- Proof of insurance including general liability, automobile liability, and workers compensation as required by UHI and the state of TN
- Certified lead renovation credentials

Payment Terms:

- Payment for work will be made to Contractor by United Housing at completion of work after signed acceptance of and authorization by Homeowner is received.
- Payments will be made only after final inspection report is signed by both United Housing, Inc. Construction Manager and Homeowner.
- No down payments prior to start of work are permitted.

Construction Contract Documents:

- Homeowner and Contractor agree to use standard United Housing, Inc. Construction Contract for work to be performed.

Scope of Work Documents:

- Scope of work documents will be composed by United Housing, Inc. prior to solicitation of bids by the Homeowner and will be considered a part of the Contract Documents.

Certifications and Warranties:

- Affidavit of Completion and applicable certification letters must be provided prior to final payment. Contractor must warranty materials and labor for a period of one year from date of project completion (“Affidavit of Completion”) – manufacturer warranties for equipment to be provided as applicable.
Home Repairs

2750 Colony Park Drive   Memphis, Tennessee  38118
Phone (901) 272-1122   Fax (901) 272-1181
www.uhinc.org   Census Tract Number

Date__________________________
Customer Number__________________________

CUSTOMER

Name: ___________________________________________ Middle: __________________________ Last: __________________________
Address: ___________________________________________ County: __________________________
City: __________________________ State: __________________________ Zip Code: __________________________ Number of yrs. __

Social Security Number: _______ – _______ – _______ Date of Birth: _____/_____/_____
E-Mail: ___________________________________________ Annual Family or Household Income: $__________

Race (Please Circle):
1. White 2. Black or African American 3. American Indian/Alaskan Native
10. Other _____ I do not wish to provide this information.

Ethnicity—Hispanic: Yes No Are you Foreign-Born?: Yes No

Marital Status (Please Circle):

Gender (Please Circle): Male Female Disabled?: Yes No

Property Address in need of repairs/improvements: ___________________________________________

Are you currently living at the property which need repairs/improvements? Yes No
(Please check repairs needed)

__Roofing  __Mechanical  __Electrical  __Plumbing  __Handicapped accessibility improvements
__Weatherization and Energy Conservation (Windows, Storm Windows, Doors, and Insulation)
__Safety and Security  __Exterior repairs/painting/siding  __Code violations
__Other: __________________________________________________________________________

Household Type (Please Circle): 1. Female-headed single parent household 2. Male-headed single parent household

Household Size:______  How many dependents (Other than those listed by any co-applicant)? ____________

What ages are they? ___________________________
**Education (Please Circle One):**
1. Below high school diploma  
2. High school diploma or equivalent  
3. Two-year college  
4. Bachelor’s Degree  
5. Masters Degree  
6. Above Masters Degree  

**How did you hear about United Housing, Inc.? (Mark those that Apply):**
1. Print Advertisement  
2. Bank  
3. Government  
4. Television  
5. Realtor  
6. Nonprofit  
7. Staff/Board Member  
8. Walk-in  
9. Friend  
10. Radio  
11. Other ___________________

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**EMPLOYMENT — LAST TWO YEARS**

*Please Print Clearly*

<table>
<thead>
<tr>
<th>Primary Employer:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Hire Date</strong></td>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please Circle):  
Part-Time or Full-Time

**Gross Income (Before Taxes):** $________________

**Is this amount paid:**  
__hourly  __weekly  __every two weeks  __twice a month  __monthly

<table>
<thead>
<tr>
<th>Secondary Employer:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Hire Date</strong></td>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please Circle):  
Part-Time or Full-Time

**Gross Income (Before Taxes):** $________________

**Is this amount paid:**  
__hourly  __weekly  __every two weeks  __twice a month  __monthly

---

***If you have been employed by the primary employer for less than two years, please complete and list additional previous employers on the back of this form.***

<table>
<thead>
<tr>
<th>Previous Employer:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title</strong></td>
<td><strong>Hire Date</strong></td>
<td><strong>Phone</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please Circle):  
Part-Time or Full-Time

**Gross Income (Before Taxes):** $________________

**Is this amount paid:**  
__hourly  __weekly  __every two weeks  __twice a month  __monthly
## INCOME

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Customer Monthly Amount</th>
<th>Co-Applicant Monthly Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alimony/Child Support</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Employment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Security</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pension Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Assistance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Employment Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dependent SSI Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Disability Income</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL INCOME**

**CUSTOMER**

Can you document your child support/alimony income? Yes No

If yes, how long will it continue? _____

If your child or a family member receives SSI, how many more years will the payments continue? _____

If you receive disability income, is it for a permanent disability? Yes No

Regarding other employment, have you worked in this field for two years or more? Yes No

**CO-APPLICANT**

Can you document your child support/alimony income? Yes No

If yes, how long will it continue? _____

If your child or a family member receives SSI, how many more years will the payments continue? _____

If you receive disability income, is it for a permanent disability? Yes No

Regarding other employment, have you worked in this field for two years or more? Yes No

## LIABILITIES/DEBT

Please list any debts you have, including credit cards, auto loans, student loans, and child-care expenses. Do NOT include rent or utilities.

<table>
<thead>
<tr>
<th>Paid To</th>
<th>Current Balance</th>
<th>Monthly Payment</th>
<th>Who’s Debt?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>C=Customer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>A=Co-Applicant</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>B=Both</td>
</tr>
</tbody>
</table>

1.  
2.  
3.  
4.  
5.  

*Please use the back of this page for additional liabilities…*

Have your payments been on time? Yes No

Are you currently in Chapter 13 bankruptcy? Yes No

If yes, when did it begin? ____________

If yes, when will it be paid out? ____________

If yes, how much is the payment? ____________

Have you had a Chapter 7 bankruptcy? Yes No

If yes, when was it discharged? ____________
### LIQUID FUNDS/SAVINGS/INVESTMENTS

*Please Print Clearly*

*Please list the approximate value of the following:*

<table>
<thead>
<tr>
<th></th>
<th>CUSTOMER</th>
<th>CO-APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Savings Account</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Securities (Stocks, Bonds, CDs, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirement Account</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you about to receive additional funds (e.g., tax refunds, property sales, etc.)? *(Please Circle)*  
Yes  
No  
If yes, how much? $____________________

### LIVING EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>CUSTOMER</th>
<th>CO-APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current monthly rent or mortgage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electric/Gas/Solid Waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone/Cellular/Pager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable/Satellite TV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Living Expenses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ADDITIONAL INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>CUSTOMER</th>
<th>CO-APPLICANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you a veteran?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Are you active military?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

What is the most convenient time for an individual appointment?  
_________ AM  ________ PM
CO-APPLICANT

Please Print Clearly

Name: ___________________________________________  Middle  Last

Address: ______________________________________________________________________

City: _______________  State: _______________  Zip Code: __________________________

Telephone Numbers:  
Home: (____) ______– __________  Work: (____) ______– ______

Social Security Number: _______– _______– _______  Date of Birth: ______/_____/____

E-Mail: ______________________________________________________________________

Race (Please Circle):
1. White
2. Black or African American
3. American Indian/Alaskan Native
4. Asian
5. Native Hawaiian/Other Pacific Islander
6. American Indian/Alaskan Native and White
7. Asian and White
8. Black/African American and White
9. American Indian/Alaskan Native and Black
10. Other
   ______ I do not wish to provide this information.

Ethnicity—Hispanic:  Yes  No  Are you Foreign-Born?:  Yes  No

Marital Status (Please Circle):
1. Single
2. Married
3. Divorced
4. Separated
5. Widowed

Gender (Please Circle):  Male  Female  Disabled?:  Yes  No

Current Housing Arrangement (Please Circle):
1. Rent
2. Homeless
3. Homeowner with mortgage
4. Living with family and not paying rent
4. Homeowner with mortgage paid off

Relationship to Customer (Please Circle):  Spouse  Child  Sibling  Significant Other  Parent

EMPLOYMENT — LAST TWO YEARS

Primary Employer: ______________________________________________________________________

_______________________________________  ______________________
Title  Hire Date  Phone

Address  _______________  City  State  Zip Code

(Please Circle):  Part-Time  o  Full-Time

Gross Income (Before Taxes): $________________________

Is this amount paid:  ___hourly  ___weekly  ___every two weeks  ___twice a month  ___monthly

***If you have been employed by the primary employer for less than two years or hold a secondary job, please list additional employers on the back of this form.***
AUTHORIZATION

I authorize United Housing, Inc. to:

(a) Pull my/our credit report to review for housing counseling, lending procedures, or informational inquiry purposes;

(b) Release and/or receive credit, financial, employment, and other information to or from other agencies or firms as may be essential for improving my housing situation;

I understand that participating in the United Housing Budgeting/Home Maintenance Class and/or completing this questionnaire does not guarantee that I am approved automatically for a loan or grant from United Housing, Inc. Also, I understand that I do not have to use any of the loan products or services of United Housing, Inc. or work with its partners.

Any intentional misrepresentation of the information on this form can result in civil or criminal charges under the provisions of Title 18, United Status Code, Section 1001. All of the information provided on this form will be handled in a confidential manner. The law provides that a Lender/Agency may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, this Lender/Agency is required to note race and gender on the basis of visual observation or surname.

The Fair Housing Act prohibits discrimination in housing because of, race, color, national orgin, religion, sex, familial status, or handicap (disability). I have received a copy of the “Fair Housing, It’s Your Right” pamphlet.

I have read and understood all of the information and certify that I have been truthful in completing this questionnaire.

_________________________________________________________  ______________________
Customer  Date

_________________________________________________________  ______________________
Co-Applicant  Date

1099 Young Lender
NeighborWorks
Chartered Member
BORROWER(S) CERTIFICATION AND AUTHORIZATION

Borrower(s) Certification

I/We have applied for a loan from United Housing, Inc. (UHI). In applying for the loan, I/we completed a loan application containing various information including: (1) the purpose of the loan, (2) my/our employment and income information, and (3) my/our assets and liabilities. I/We certify that all the information provided on the application is true and complete. I/We made no misrepresentations in the loan application or other documents, nor did I/we omit any pertinent information.

I (We) give permission to United Housing, Inc. hereafter referred to as (UHI) to obtain and review my credit report. I understand and agree that UHI intends to use the credit report for the purpose of evaluating my credit history. I (We) authorize the release of all information regarding rental history, verification of my (our) past and present employment and other earnings records, clarification of credit issues, bank accounts, stock holdings, and any other financial records that are requested by United Housing, Inc.

I/We understand and agree that UHI may verify the information provided on the application and my/our credit report by contacting my/our employer and/or other source of reported income, my/our financial institution and my/our creditors.

I/We fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this loan.

Authorization to Release Information

I/We have applied for a loan from United Housing (UHI). As part of the loan application and closing process, I/we understand that I/we will be providing UHI with both public and non-public personal information, including but not limited to my/our name, address, employment history and income, bank account numbers and balances, credit history, copies of my/our tax returns and other information contained in or related to my/our loan application ("Nonpublic Personal Information"). I/We understand that the UHI may verify the information it receives either before or after the loan is closed or as part of the Lender’s quality control program.

I/We authorized United Housing to disclose my/our Nonpublic Personal Information to other parties, including but not limited to:

- Credit Bureaus
- Insurers/Guarantors
- Potential investors

I/We understand that Nonpublic Personal Information, as well as other documents or information provided to UHI with my/our loan application may be used by other departments of the agency for the purpose of determining if there are other UHI’s products for which I/we may qualify or be interested in. I/We hereby authorized the use of such information by UHI for such purpose and understand and agree that I/we may receive information in the future regarding other UHI’s products.

BORROWER ACKNOWLEDGEMENT

The borrower(s), having read the contents of the Home Improvement/Repair Loan Program Guidelines, the Outline of Construction Process, and the above disclosures, acknowledges receipt of these documents and by signing below agree to the terms of the program.

A photo copy of my/our signature(s) may be deemed to be the same as my/our original signature(s) and may be used in place of my/our original signature(s).

Applicant Signature  Date  Social Security Number

Applicant Signature  Date  Social Security Number
FEDERAL NOTIFICATIONS

Equal Credit Opportunity Act Notice
The federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract), because all or part of the applicant’s income is derived from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this lender is:

Federal Reserve Consumer Help (888) 851-1920 phone
PO Box 1200 (877) 766-8533 TTY
Minneapolis MN 55480 (877) 888-2520 fax

Fair Credit Reporting Act Notice
An investigation will be made as to the credit standing of all persons who apply for credit by completing and submitting a loan application with United Housing. The nature and scope of any investigation will be furnished to you upon written request made within a reasonable period of time. In the event United Housing denies your application due to an unfavorable consumer report, you will be advised of the identity of the Consumer Reporting Agency making such report and of your right to request within sixty (60) days the reason for the adverse action, pursuant to provision of section 615(b) of the Fair Credit Reporting Act.

USA Patriot Act Requirements Notification
To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

What this means to you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver’s license or other identifying documents.