

URA Center for Housing Opportunities Small Landlord Fund Application

The Center for Housing Opportunities' Small Landlord Fund (SLF) will be used to help fund the preservation of existing affordable rental housing and/or the conversion of market/vacant housing to affordable housing in the City of Pittsburgh by providing financing to landlords of 1 to 5-unit buildings. Landlords must agree to rent renovated units to either HACP voucher holders or households at 80% AMI or below.

If the unit(s) is located in one of HACP's Alternative Payment Standards zone, the landlord must agree to rent the renovated unit(s) to Housing Choice Voucher holders. If the unit(s) is located outside HACP's Alternative Payment Standards zone, the landlord must agree to rent the renovated unit(s) to households at or below 80% of Pittsburgh's Area Median Income (AMI). Please refer to the chart on the right for HACP's Alternative Payment Standards ZIP codes.

Alternative Payment Standards	
Neighborhoods	Eligible ZIP Codes
Shadyside	15206, 15213, 15223
Strip District	15201, 15213, 15224
Southside Flats	15203
Downtown	15219, 15222
Squirrel Hill	15213, 15217, 15232

The Housing Authority of the City of Pittsburgh (HACP) administers a Housing Choice Voucher (HCV) program (also known as Section 8). A primary objective of SLF is to increase the availability of affordable units utilizing HCV. Through the HCV program, HACP provides low-income household housing assistance vouchers. These households can utilize these vouchers to rent privately owned rental units. The households pay 30% of their monthly income for rent and utilities. HACP pays the difference between the monthly rent and the 30% of the household's income to the landlord, ensuring that the landlord receives the entire month's rent for the subsidized unit.

- For Borrowers seeking funds to rehab a vacant unit into an occupied affordable unit, the maximum loan term is ten years.
- For Borrowers seeking funds to improve an occupied unit that currently rents to a HCV holder, the maximum loan term is ten years.
- For property that is currently occupied by households at or below 80% Area Median income and do not hold a Housing Choice Voucher, the maximum loan term is 15 years.

The maximum SLF loan amount is \$20,000 per unit with a per property/project maximum of \$60,000. The interest rate for SLF loans will be 3% - 4%. Borrower must not have any outstanding City, School, and County real estate taxes or the Borrower must be on a payment plan for at least two months

Current Pittsburgh Area Median Income (AMI)

	Extremely Low	Very Low	Low
Household Size	30%	50%	80%
1	\$16,800	\$28,000	\$44,750
2	\$19,200	\$32,000	\$51,150
3	\$21,600	\$36,000	\$57,550
4	\$25,750	\$39,950	\$63,900
5	\$30,170	\$43,150	\$69,050
6	\$34,590	\$46,350	\$74,150

Checklist

Check all that apply

- Property owned by applicant
- Property not currently owned by applicant, but option agreement in place for purchase within 90 days
- Property located within the City of Pittsburgh
- Property is located within an Alternative Payment Standard Zone
- Project of 5 units or less
- Currently participating with HACP HCV Program
- Not currently participating with HACP HCV Program, but renting to households at or below 80% AMI
- Not currently renting to households at or below 80% AMI
- Has recently failed Housing Quality Standards Report

Attachment Checklist

- Previous two years of IRS Tax Returns - Include form 1040 Schedule E showing rental income
- Photos of Project
- Proof of Homeowner's Insurance Policy
- Current Lease of Occupancy
- Copy of Housing Quality Standards Report
- Property Tax Receipts for the application year
- Deed
- Construction Bid(s)

APPLICANT INFORMATION

Applicant Name:

Mailing Address:

E-Mail Address:

Phone Number:

Social Security Number:

PROPERTY INFORMATION

NOTE: Small Landlord Fund loans may be used on projects of 5 units or less.

PROJECT UNIT	ADDRESS (INCLUDE ZIP CODE)	NUMBER OF BEDROOMS	CURRENTLY OCCUPIED	IF OCCUPIED, CURRENT MONTHLY RENT	UTILIZES HOUSING CHOICE VOUCHER (HCV)
1			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
4			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

PROPOSAL NARRATIVE

NOTE: For the following section, complete a brief write-up of work to be completed on each project unit based on the Project Unit number from the chart/section above. Attach copies of Scope of Work, Cost Estimates, Contractor Bids, etc. NOTE: Borrowers must hire a licensed contractor and provide proof of permits as necessary. Reference [Appendix A – Building Permit Requirements](#) for more info.

PROJECT UNIT	ADDRESS (INCLUDE ZIP CODE)	PROPOSED IMPROVEMENT(S)	ANTICIPATED COSTS FOR PROPOSED IMPROVEMENTS	
			Item	Cost
1				
2				
3				
4				
5				
TOTAL COSTS FOR PROPOSED IMPROVEMENT(S)				

Other Information

NOTE: This space can be used to discuss any additional background information related to the project units (i.e. ownership status/history, recent improvements, future plans, etc...)

INCOME INFORMATION

BUSINESS INFORMATION: **APPLICANT 1**

PRESENT EMPLOYER:
Name:

Address:

Telephone:

Years There/Position Held:

PREVIOUS EMPLOYER (if less than 2 years):
Name:

Address:

Telephone:

Years There/Position Held:

**MONTHLY GROSS INCOME –
INCLUDING APPLICANT AND ALL
RELATED BUSINESS ENTITIES:**

Other Income Sources & Amounts:
(Social Security & Pension) \$

\$

\$

TOTAL MONTHLY INCOME: \$

Mortgage Details – Include ALL properties owned by Applicant and related Business Entities, not limited to project unit(s)

ADDRESS (INCLUDE ZIP CODE)	NAME OF BANK	ORIGINAL MORTGAGE AMOUNT	UNPAID BALANCE	MONTHLY PAYMENT	IS THIS APPLICANT'S PRIMARY RESIDENCE?	IF NOT OWNER OCCUPIED - MONTHLY RENTAL INCOME
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

Installment Debts

(Show all Banks/Credit Unions, Credit Cards and Finance Companies from which you have borrowed or you are authorized to use. Use a separate sheet if necessary.)

Creditor - Address/Account No.	ORIGINAL AMOUNT	UNPAID BALANCE	MONTHLY PAYMENT
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
TOTALS	\$	\$	\$

CONFLICT OF INTEREST DISCLOSURE

All applicants for the Urban Redevelopment Authority (URA) loan programs are required to disclose if they are employees of or are related to employees of the URA or the City of Pittsburgh. If you are a URA or City of Pittsburgh employee or are related to a URA or City of Pittsburgh employee, the URA must obtain a conflict of interest waiver from its Board of Directors.

Name: _____

Please indicate the following condition that applies:

- I am not an employee of and am not related to an employee of the URA or the City of Pittsburgh
- I am an employee of the URA.
- I am an employee of the City of Pittsburgh. _____ Department
- I am related to an employee of the URA. _____ (Name)
- I am related to an employee of the City of Pittsburgh. _____ (Name)

Please indicate the relationship: Spouse, Mother, Father, Daughter, Son, Other, _____

I acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my loan application or, if the misrepresentation is discovered after the loan is made, I may be required to repay the loan in full on demand.

Borrower's Signature: _____

Date: _____

CONFIDENTIALITY WAIVER

In order to provide you the best service and coordination, the Urban Redevelopment Authority (URA) may need to discuss your application and information with other parties including, but not limited to, banks and lenders, settlement company, landlord, contractors, and contracted service providers.

The extent to which information is shared will be limited to only the information necessary to coordinate with others and your private information will be kept confidential, unless it is required to coordinate and approve services and assistance.

By signing below, you give the Urban Redevelopment Authority (URA) permission to share your information with our partners in order to deliver the best service to you and your household.

Borrower's Signature

Date

PHOTOGRAPHY AND VIDEO RECORDING AUTHORIZATION AND RELEASE FORM

The undersigned authorizes the Urban Redevelopment Authority of Pittsburgh (the "URA") and its representatives to take photographs and video recordings of the property located at _____, Pittsburgh, PA (the "Property") which is owned by the undersigned and is being renovated using URA funds. In addition, the undersigned releases to the URA and its representatives all rights of any kind to such photographs and video recordings of the Property without payment or any other consideration to the undersigned. The undersigned understands that such photographs and video recordings may be edited, copied, exhibited, published, or distributed without the undersigned's inspection or approval. The undersigned represents and warrants that the undersigned is authorized to release these rights.

Such photographs and video recordings may be used for URA promotional purposes and may be displayed in any print, visual, or electronic media including, but not limited to, social media, websites, advertisements, newsletters, newspapers, magazines, application documents, and other promotional materials. The undersigned hereby releases the URA and its representatives from any liability in connection with the taking, recording, digitizing, or use of such photographs and video recordings as described above.

The undersigned has the right to revoke this authorization at any time by notifying the URA in writing. The revocation will not affect any actions taken before the receipt of such written notification.

By signing this form, the undersigned acknowledges that he/she/they completely read and fully understand(s) the above authorization and release and agree to be bound thereby.

Borrower's Signature: _____

Date: _____

Applicant's Signature

Everything that I have stated in this application is correct to the best of my knowledge. I understand that the URA may retain this application whether or not it is approved. By signing this application, I also agree that the URA is able to run a credit check.

Prepared By: _____

(Signature)

Title: _____

Phone: _____

Fax Number: _____

Date: _____

Return this application to:

Urban Redevelopment Authority of Pittsburgh
Center for Housing Opportunities
412 Boulevard of the Allies, Suite 901
Pittsburgh, PA 15219

For URA Use Only

Approved for \$ _____

Denied because:

Program Specialist

HOF Director