

Urban Redevelopment Authority Small Landlord Fund (SLF) Application



Summary: The URA's Small Landlord Fund (SLF) will be used to help fund the conversion and/or preservation of existing affordable rental housing in the City of Pittsburgh by providing 0% interest rate loans to landlords who own 10 or fewer affordable rental units. Landlords must agree to rent renovated units to either a Housing Authority City of Pittsburgh (HACP) Housing Choice Voucher (HCV) holder or to households that make at or below 80% of Pittsburgh's Area Median Income (AMI) or below. To view Pittsburgh's AMI Limits for 2021, refer to the chart in blue 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 a HCV holder. If the unit(s) is located outside HACP's Alternative Payment Standards zone, the landlord must agree to rent the renovated unit(s) to a HCV holder or households at or below 80% of Pittsburgh's Area Median Income (AMI). Please refer to the chart in below in green labeled "Alternative Payment Standard" for a list of applicable HACP Alternative Payment Standard ZIP codes.

Loan Terms: Landlords may renovate up to 10 units, up to \$20,000 per unit. The total project loan may not exceed \$100,000. The interest rate for SLF loans is 0%. Deed restriction for the life of the loan even if principle is paid early. The 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. A Due Diligence Fee of 2% of the loan amount is due at closing.

Payment: SLF program is a reimbursement style program and no funding is provided up front. Prior to payment, an URA construction Advisor will conduct on – site stage or final inspection at the time the Borrower requests payment for work completed. The URA will make payments directly to the Borrower based on work completed and an approval by the URA Construction Advisor. The URA reserves the right to pay the contractors/ vendors directly from loan proceeds. If necessary, a City Department of Permits, Licenses, and Inspections advisor shall also perform an inspection of the completed work prior to URA construction Advisor.

Loan Amount	Loan Term
\$1,000 - \$50,000	Maximum loan term is 10 years
\$50,001 - \$100,000	Maximum loan term is 15 years

2023 Area Median Income (AMI) Summary

Number of people in home	30%	50%	80%	100%	115%
1	\$21,100	\$35,150	\$56,250	\$70,300	\$80,845
2	\$24,100	\$40,200	\$64,250	\$80,400	\$92,460
3	\$27,100	\$45,200	\$72,300	\$90,400	\$103,960
4	\$30,100	\$50,200	\$80,300	\$100,400	\$115,460
5	\$35,140	\$54,250	\$86,750	\$108,500	\$124,775
6	\$40,280	\$58,250	\$93,150	\$116,500	\$133,975
7	\$45,420	\$62,250	\$99,600	\$124,500	\$143,175
8	\$50,560	\$66,300	\$106,000	\$132,600	\$152,490

HUD creates regions for calculating AMI. The income limits for Pittsburgh are based on incomes in the Pittsburgh MSA - Allegheny, Armstrong, Beaver, Butler, Fayette, Washington, and Westmore land Counties.

Alternative Payment Standards	
Neighborhoods	Eligible ZIP Codes
Shadyside	15206, 15213, 15223
Lower Lawrenceville	15201, 152163, 15232
Strip District	15201
Southside Flats	15203
Downtown	15219, 15222
Squirrel Hill	15213, 15217, 15232

If you are interested in learning more about HACP's HCV Program or how to do business with HACP, please visit [Housing Choice Voucher Program - Housing Authority of the City of Pittsburgh \(hacp.org\)](https://hacp.org).

Checklist

Check all that apply

- ☐ Property owned by applicant and owns ten (10) or fewer units in total
- ☐ 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 10 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

Required Attachments Checklist

Note: the application is not complete and will not be reviewed until all applicable documents are received

- ☐ 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 (if applicable)
- ☐ Copy of Housing Quality Standards Report (if applicable)
- ☐ Property Tax Receipts for the application year
- ☐ Deed
- ☐ Construction Bid(s) – total not exceeding per unit/project max
- ☐ Copy of Occupancy Permit (single family or multifamily)
- ☐ Two of the borrowers most recent pay stubs
- ☐ Completed W9 with wet ink signature and date

If you have any questions or need assistance completing this application, please contact the URA:

hof@ura.org or 412.255.6694, ext 6721

APPLICANT INFORMATION

Applicant Name:

Owners of Property Names:

Owners Related Business Entities Names:

Mailing Address:

E-Mail Address:

Phone Number:

Social Security Number:

NOTE: Small Landlord Fund loans may be used on projects of 10 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
6			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

7			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
8			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
9			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
10			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

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 – NOT TO EXCEED \$20,000 PER UNIT
1			Total Cost:
2			Total Cost:
3			Total Cost:
4			Total Cost:

5			Total Cost:
6			Total Cost:
7			Total Cost:
8			Total Cost:
9			Total Cost:
10			Total Cost:
TOTAL COSTS FOR PROPOSED IMPROVEMENT(S) (not to exceed \$100,000)			\$

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:	\$

NOTE: For the following section to be fully completed be sure to submit:
 2 of your most recent pay stubs
 2 years of your most recent IRS Tax Returns

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.	<u>ORIGINAL AMOUNT</u>	<u>UNPAID BALANCE</u>	<u>MONTHLY PAYMENT</u>
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
4.	\$	\$	\$
5.	\$	\$	\$
6.	\$	\$	\$
7.	\$	\$	\$
8.	\$	\$	\$
9.	\$	\$	\$
10.	\$	\$	\$
TOTALS	\$	\$	\$

CONFLICT OF INTEREST DISCLOSURE

NOTE: All owners of the property must fill out the 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: _____

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Borrower's Signature: _____

Date: _____

PHOTOGRAPHY AND VIDEO RECORDING AUTHORIZATION AND RELEASE FORM

NOTE: ALL owners of the property must fill out the 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: _____

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Borrower's Signature: _____

Date: _____

Voluntary Self-identification Form

The Urban Redevelopment Authority of Pittsburgh collects demographic information to understand the public utilization and impact of the program in the Pittsburgh community. **The information collected on this form does not impact your application in any way.**

1. How did you hear about the URA's Small Landlord Fund Program?

Family/Friend/Word of Mouth
URA Information Session
Facebook
Twitter
NextDoor
Community Meeting/Community Group
Other _____

2. What is your gender?

Male
Female
Prefer not to answer.

3. What is your age?

18 – 29 years old
30 years old – 39 years old
40 – 49 years old
50 - 64 year
65 or older
Prefer not to answer.

4. Please specify your ethnicity.

Caucasian
African American or Black
Latino or Hispanic
Asian
Native American
Native Hawaiian or Pacific Islander
Two or More
Other/Unknown
Prefer not to answer.

5. What is your household size?

1
2
3
4
5
6 or more
Prefer not to answer.

6. Do you have a disabling condition?

Yes
No
Prefer not to answer.

7. Veteran Status?

I am a veteran.
I am not a veteran.
I chose not to identify my veteran status.
Prefer not to answer.

8. Do you identify as an immigrant or refugee?

Immigrant
Refugee
No
Prefer not to answer.

Customer/Vendor ACH Authorization Form

I authorize the Urban Redevelopment Authority of Pittsburgh to initiate deposits in my account at the financial institution named below.

Name on Account: _____

Financial Institution: _____

Address: _____

ABA number: _____

Account Number: _____

☐ Checking Account

☐ Saving Account

Please provide a voided check.

No Passbook Accounts

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:

hof@ura.org

or

Urban Redevelopment Authority of
Pittsburgh Residential and Consumer Lending
412 Boulevard of the Allies, Suite 901
Pittsburgh, PA 15219

Applicant's Signature

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Pittsburgh Residential and Consumer Lending
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Pittsburgh, PA 15219

For URA Use Only

☐ Approved for \$ _____

☐ Denied because

Program Specialist

HOF Director