

**Instructions:** Please fill out this Household Demographic/Project Information Form for each household and/or unit assisted by Minnesota Housing. Your timely and accurate completion of this form enables Minnesota Housing to ensure that MURL resources are being used efficiently and for the purpose of its stated goals.

You can find much of the information needed to fill out this form from the following documents: the HUD 1 – Settlement Statement, the Uniform Residential Appraisal Report (URAR), most recent tax statement, and your original CRV application.

- Fill out this form in its entirety.

**Administrator Information**

Administrator Name:	
Contact Person:	MURL Agreement #:
Address:	E-Mail Address:
Phone Number:	FAX Number:

**SECTION A: Household Demographic Information**
**Borrower Household Information**

Borrower Last Name, First Name, MI:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	DOB of Borrower: (mm/dd/yyyy)	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Not Married (Includes Single, Divorced, Widowed)
Borrower Social Security Number (Needed For Deferred Loan Borrowers Only):		
Ethnicity (select only one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White	

**Co-Borrower Household Information**

Co-Borrower Last Name, First Name, MI:		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	DOB of Borrower: (mm/dd/yyyy)	Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Not Married (Includes Single, Divorced, Widowed)

Co-Borrower Social Security Number (Needed For Deferred Loan Borrowers Only):	
Ethnicity (select only one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
<b>Household Information</b>	
Gross Household Annual Income: \$	
Number of Residents in Household Over Age 18:	Number of Residents in Household Under Age 18:
Date of Closing:	
Did the Borrower take Homebuyer Education? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the Borrower have Homebuyer Counseling? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, type: <input type="checkbox"/> Pre-purchase <input type="checkbox"/> Post-purchase <input type="checkbox"/> Both	

## SECTION B: Property and Unit Information

<b>Property Information</b>			
Property	Address:	Zip:	County:
	City:		

<b>Funds Usage</b>	
What is the source of the funds for this property? <input type="checkbox"/> Original MURL Funds <input type="checkbox"/> Revolving Loan Funds	

<b>Unit Information</b>			
<b>Unit Information:</b>			
Prior to project start, the unit was: <input type="checkbox"/> Occupied <input type="checkbox"/> Vacant		Did site require environmental cleanup? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Year Built:	(four digit year)	Total Finished Square Feet:	
		Total Unfinished Square Feet:	
Number of Bedrooms:	Number of Bathrooms:	Garage: <input type="checkbox"/> Yes <input type="checkbox"/> No   Number of Stalls:	
		Garage Style: <input type="checkbox"/> Above ground <input type="checkbox"/> Underground	
Visitability Addressed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Lot Width:	Lot Depth:	Lot Square Footage:	

**UNIT INFORMATION (cont.)****Single-Family, Detached Projects:**

☐ Rambler      ☐ Split Entry      ☐ Split Level      ☐ 1½ Story      ☐ 2+ Story

**Ownership Type:**

☐ Community Land Trust      ☐ Fee Simple      ☐ Tribal Trust/Allotted      ☐ Contract for Deed

**Institutional Correctional Work Crew (ICWC):** Was a ICWC used?: ☐ Yes    ☐ No

**Activity Usage (Check All That Apply)**

☐ Acquisition      ☐ New Construction      ☐ Value Gap Assistance  
☐ Demolition      ☐ Downpayment Assistance/Affordability      ☐ Conversion of Use  
Gap  
☐ Rehabilitation      ☐ Historic Preservation      ☐ Other:

**Unit Sale Price Information**

Appraisal Value: \$

Sales Price: \$

**Unit Financing Information**

Was it a MN Housing First Mortgage?: ☐ Yes    ☐ No      If yes, check one: ☐ CASA    ☐ MMP

First Mortgage Lender:

First Mortgage Amount:  
\$

Term:  
month

Interest Rate:  
%

Monthly Payment:  
\$

First Mortgage Type:

☐ Conventional Insured      ☐ Conventional Uninsured      ☐ Federal Housing Administration  
☐ Rural Development      ☐ Veteran Administration      ☐ Other:

**SECTION C: Development Cost Information**

Unit Development Costs	Cost
<b>Hard Costs</b>	
1. Land Acquisition Cost	\$
2. Property (structure) Acquisition Cost	\$
3. Demolition Cost	\$
4. Site Preparation (water, sewer, roads)	\$
5. General Construction (Structural Additions/Alterations/Windows)	\$
6. Interior Finishing	\$
7. Exterior Finishing	\$
8. Roofing	\$
9. Electrical	\$
10. Plumbing	\$
11. Heating and Ventilation	\$
12. Energy Conservation	\$
13. Accessibility/Visitability	\$
14. Garage Construction	\$
15. Lead Abatement	\$
16. Contingency	\$
17. Other (fences, landscaping, etc.)	\$
<b>18. Total Hard Costs (Add 1 through 17)</b>	<b>\$</b>
<b>Soft Costs</b>	
19. Holding Costs (Real Estate Taxes, Utilities, Insurance, Construction Interest, etc.)	\$
20. Architect Fee	\$
21. Legal Fees	\$
22. Developer Fee	\$
23. Other Professional Fees (Marketing/Realtor, Survey & Platting, Environmental Assessment, Lead Inspection, Appraisal, Title/Closing, etc.)	\$

<b>24. Total Soft Costs (Add 19 through 23)</b>	<b>\$</b>
<b>25. Total Development (Add 18 and 24)</b>	<b>\$</b>
26. Soft Costs Per Finished Square Foot: (Divide #24 by total finished square foot.)	\$
27. Total Development Cost Per Finished Square Foot (Divide #25 by total finished square foot.)	\$

#### SECTION D: Gap and Leverage Information

Value Gap Sources		Amount
Minnesota Housing MURL Funds		\$
Other:		\$
Other:		\$
<b>Total Value Gap Contributions:</b>		<b>\$</b>
Affordability Gap (Deferred Loan) Sources		Amount
Minnesota Housing MURL Funds		\$
Other:		\$
Other:		\$
<b>Total Affordability Gap Contributions:</b>		<b>\$</b>
Other Leverage (Non-Minnesota Housing) Funding Sources		
Organization Name/Source	Type	Amount
Other:		\$
Other:		\$
Other:		\$
Other:		\$
<b>Total Other Leverage Funding:</b>		<b>\$</b>

\_\_\_\_\_  
Signature of Administrator

\_\_\_\_\_  
Date