

INSTRUCTIONS

To request an Interim Loan disbursement, complete all steps below. Reference your Contract to ensure your request aligns with award details. All requests must be signed by an authorized signer. All steps must be completed.

- Step 1: Administrator Information and Request Authorization Signature
- Step 2: Disbursement Instructions
- Step 3: Request Information
- Step 4: Required Documentation
- Step 5: Request for Funds Form and Document Submission

Incomplete or unsigned requests will not be processed. Final disbursements must be requested one month or more prior to contract expiration or they may not be payable.

STEP 1: ADMINISTRATOR INFORMATION

Impact Fund Award ID

Administrator (Organization) Name

Administrator Address

Administrator Contact Name

Contact Phone

Contact Email
Request Authorization Signature

By signing below, Administrator certifies that this Request for Funds is made in accordance with the Contract and all funds received will be or have been used in accordance with the Contract.

Authorized Signature

Date

Signer Name and Title:

STEP 2: DISBURSEMENT INSTRUCTIONS

Select one method below:

- Electronic Fund Transfer (EFT): On File at Minnesota Housing
- Mail Check to Address Below:

Address

City

State Zip

STEP 3: REQUEST INFORMATION

Unit Information		
Property Address(es), if known	City	County

Impact Fund Subsidy Information			
Interim Loan Award Amount	Interim Loan Request Amount	Interim Loan Amount Previously Disbursed	State Housing Tax Credits Included in Award?
\$	\$	\$	

STEP 4: REQUIRED DOCUMENTATION

The initial disbursement requires the following documentation:

- Purchase agreement; or
- Dated Scope of Work; or
- Invoices

Subsequent disbursements do not require documentation.

File Naming Convention

Supporting documentation for must be titled with the administrator’s name, award number, location description and file type as follows “Homebuilders Building XX-XXXX-XX - 123 Main St - Purchase Agreement.”

STEP 5: REQUEST FOR FUNDS FORM AND DOCUMENT SUBMISSION

Upload this completed form and supporting documentation using the [Single Family Secure File Exchange](#) directed to impact.fund.mhfa@state.mn.us. **Incomplete or unsigned requests will not be processed. Complete requests are generally processed within ten days.**

