MINNESOTA HOUSING

# Community Homeownership Impact Fund
# Request for Funds – Interim Loan

## 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?** |
| $ | $ | $ | No |

## 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.**

## MINNESOTA HOUSING USE ONLY

Total funds to be disbursed from the following source(s):

| **Interim Loan Amount** | **Interest Rate** |
|---|---|
| $ | % |

Approved by: _____ _____ Enter Full Name.

Signature Date Print Name