Rehabilitation Loan Program
Process Chart

Minnesota Housing Finance Agency

	Lender	Homeowner	Minnesota Housing
Application & Approval Phase	Collects borrower application and determines preliminary eligibility	Completes Application	Reviews all items submitted as outlined in the Fund Reservation Worksheet. If approved, reserves funds for a 12 week period. Provides date to lender by which the loan must be committed in the HDS SF Web Application.
	Confirms eligibility, secures signed Homeowner Agreement, and Reserves funds in Minnesota Housing's Loan Commitment System.		
	Submits documents required for fund reservation to Minnesota Housing within 1 week of reserving funds in system.		
	Conducts property inspection, Lead Risk Assessment on pre-1978 homes, Radon Test, and writes Scope of Work		
	Assists Borrower in preparing & sending out bid packets	Selects Contractor	Reviews all items submitted as outlined in the Loan Commitment Worksheet. If approved, start commitment in HDS SF Web Application. Provides Loan number to lender to complete the Commitment in the HDS SF Web Application.
	Reviews Borrower's selected bid for cost reasonableness and approves contractor (contract signed at later date)		
	Submits documents required for loan commitment to Minnesota Housing		
Loan Closing Phase	Closes loan with borrower	Closes loan with Lender	
	Uses HDS SF Web Application to retrieve Commitment. Enters loan closing date and all other required data. Submits to gain "Purchase Approval" on loan.		Issues 100% of funds to pay the Lender for the Program loan as well as the administrative fees within two business days.
	Records Mortgage/Assignment OR Security Agreement, as applicable		
	Refer to the Loan Transmittal Form and submit required loan documents to Minnesota Housing and to AmeriNational within 5 days of Purchase Approval. Endorses Note to Minnesota Housing.		
Construction Phase	Holds pre-construction conference, Construction Contract signed.	Enters into contract with one or more contractors	
	Issues Proceed to Work Orders	Makes home available to contractor and construction commences	
	Lender disburses funds to contractor as rehab is being completed. Mid-construction inspections by Lender prior to fund disbursements are strongly encouraged.		
	Executes Completion Certificate with borrower at completion. Refer to Loan Transmittal Form and submit a copy to MInnesota Housing within 10 days of executiion.	Executes Completion Certificate with Lender	
Final Docs Phase	If a change to the Scope of Work is required, seek prior approval from Minnesota Housing.		Reviews change order request and approves if request is related to unanticipated deficiencies found during the rehabilitation which will cause further damage to the home if not addressed.
	If a change to the Scope of Work is approved, complete the change order form.		
	Use the Modification Agreement and send to Minnesota Housing for execution.		Executes Modification (if necessary) and returns to Lender to send for recording (as applicable)
	Send Modification for recording (as applicable).		
	Refer to the Loan Transmittal Form and submit loan documents to Minnesota Housing and AmeriNational within 180 days of executed Completion Certificate.		