



Household Demographic/Project Information Form

Community Revitalization Fund (CRV)

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 CRV 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 – as indicated below.

- Please complete Sections A and B – For All Borrowers and Units
- Please complete Section C – If the household and/or unit used CRV resources for Interim Construction Financing (for New Construction or Acquisition-Rehabilitation-Resale), Value Gap Financing and Affordability Gap Financing.
- Please complete Section D – If the household and/or unit used CRV resources for Owner-Occupied Rehabilitation.

ADMINISTRATOR INFORMATION:	
Administrator Name:	
Contact Person:	CRV 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 <i>(Needed For Deferred Loan Borrowers Only)</i> :		
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 <i>(Needed For Deferred Loan Borrowers Only)</i> :		
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	
HOUSEHOLD INFORMATION		
Gross Household Annual Income: \$		

Number of Residents in Household Over Age 18:	Number of Residents in Household Under Age 18:
Date of Closing:	

CRV:

Borrower Name:

SECTION B: Property and Unit Information

PROPERTY INFORMATION		
Property Address _____		
City _____	Zip _____	County _____

UNIT INFORMATION		
Unit Information:		
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:	
Visitability Addressed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Garage Style: <input type="checkbox"/> Above ground <input type="checkbox"/> Underground	
Lot Width: Lot Depth: Lot Square Footage:		
Single-Family, Detached Projects:		
<input type="checkbox"/> Rambler <input type="checkbox"/> Split Entry <input type="checkbox"/> Split Level <input type="checkbox"/> 1½ Story <input type="checkbox"/> 2+ Story <input type="checkbox"/> Manufactured Home		
Single Family, Attached, Multi-Unit Projects:		
Number of Stories: Number of Units: Check One: <input type="checkbox"/> Individual Entrance <input type="checkbox"/> Common Entrance		
Is there an elevator?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If non-residential (i.e., commercial, mixed-use areas excluding common areas for exclusive use of residents) usage in project, how many non-residential square feet are included:		
Ownership Type:		
<input type="checkbox"/> Condominium <input type="checkbox"/> Community Land Trust <input type="checkbox"/> Cooperative <input type="checkbox"/> Fee Simple <input type="checkbox"/> Tribal Trust/Allotted		
Institutional Correctional Work Crew (ICWC): Was a ICWC used?: <input type="checkbox"/> Yes <input type="checkbox"/> No		

ACTIVITY USAGE (CHECK ALL THAT APPLY)		
<input type="checkbox"/> Acquisition	<input type="checkbox"/> New Construction	<input type="checkbox"/> Value Gap Assistance
<input type="checkbox"/> Demolition	<input type="checkbox"/> Downpayment Assistance/Affordability Gap	<input type="checkbox"/> Conversion of Use
<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Other: _____

FUNDS USAGE (CHECK ALL THAT APPLY AND FILL OUT APPROPRIATE SECTIONS TO COMPLETE FORM)	
<input type="checkbox"/> Interim Construction Financing (New Construction or Acquisition-Rehabilitation-Resale) - Complete Section C.	
<input type="checkbox"/> Value Gap - Complete Section C.	
<input type="checkbox"/> Affordability Gap - Complete Section C.	
<input type="checkbox"/> Owner-Occupied Rehabilitation - Complete Section D.	

**SECTION C: Development Cost Information – Gap Financing and Interim Construction Financing
(New Construction or Acquisition-Rehabilitation-Resale)**

UNIT DEVELOPMENT COSTS	Cost
Hard Costs	
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.)	\$
18. Total Hard Costs (Add 1 through 17)	\$
Soft Costs	
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.)	\$
24. Total Soft Costs (Add 19 through 23)	\$
25. Total Development (Add 18 and 24)	\$
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.)	\$

CRV:

Borrower Name:

UNIT SALE PRICE INFORMATION	
Appraisal Value \$	Sales Price \$

UNIT CONSTRUCTION FINANCING INFORMATION
Did unit use Minnesota Housing Interim Construction Financing? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Amount: \$

UNIT FINANCING INFORMATION	
First Mortgage Amount: \$	Was it a MN Housing First Mortgage?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, check one: <input type="checkbox"/> CASA <input type="checkbox"/> MMP

Value Gap Sources	Amount
Minnesota Housing CRV Funds	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Total Value Gap Contributions:	\$
Affordability Gap Sources	Amount
Minnesota Housing CRV Funds	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Other:	\$
Total Affordability Gap Contributions:	\$

CRV: Borrower Name:

SECTION D: Development Cost Information – Owner-Occupied Rehabilitation

UNIT HOME IMPROVEMENT/REHABILITATION COSTS	Cost
Hard Costs	
1. Structural Additions and Alterations	\$
2. Interior Finishing	\$
3. Exterior Finishing	\$
4. Roofing	\$
5. Electrical	\$
6. Plumbing	\$
7. Heating and Ventilation	\$
8. Energy Conservation (include windows)	\$
9. Accessibility/Visitability	\$
10. Garage Construction	\$
11. Lead Abatement	\$
12. Contingency	\$
13. Other (Fences, Landscaping, etc.)	\$
14. Total Hard Costs (Add 1 through 13)	\$
Soft Costs	
15. Borrower Financed Fees	\$
16. Developer Fee	\$
17. Total Soft Costs (Add 15 and 16)	\$
18. Total Home Improvement/Rehabilitation Cost (Add 14 and 17)	\$

CRV: Borrower Name:

UNIT FINANCING INFORMATION – DEFERRED MORTGAGE PROGRAMS

Minnesota Housing CRV Funds	\$
Other:	\$
Other:	\$
Other:	\$
Total Financing:	\$

UNIT FINANCING INFORMATION – INCENTIVE (GRANT) PROGRAMS

Minnesota Housing CRV Funds	\$
Other:	\$
Other:	\$
Other:	\$
Total Financing:	\$

UNIT FINANCING INFORMATION – FUF/CFUF INTEREST RATE WRITE DOWN PROGRAMS

Percentage Discount Per Unit	%
Resulting FUF/CFUF Mortgage Rate	%
Home Improvement Mortgage Amount Per Unit	\$
Interest Rate Write Down Funding Sources Per Unit	Amount
Minnesota Housing CRV Funds	\$
Other:	\$
Other:	\$
Other:	\$
Total Write Down:	\$

Signature of Administrator

Date

For MHFA Use Only:

Source of Funds: ☐ Challenge Grant ☐ Challenge Deferred Loan ☐ Challenge 0% Interim Loan
☐ Challenge – Indian ☐ PAH 2% Interim Loan ☐ Innovative 0% Interim Loan

CRV: Borrower Name: