

City of Dayton – HOME Program
Project Review/Amendment – Queue Submission Form

Project Title: Documents/Review Needed By:

Developer/Owner: Developer/Owner Email:

Please check this box if the requesting party is the current developer/owner of the project.

Party Submitting Request: Relationship to Project:

Project Information

City Encumbrance/Contract #:

Contract Execution Date: Contract Expiration Date:

Loan Amount: Loan Maturity Date:

Current Loan Balance (P&I as of the date signed below):

Number of HOME-Assisted Units: Affordability Ends:

Document(s) Requested

All request submissions **MUST** include:

- A copy of the executed HOME Agreement between the City of Dayton and the Developer
- An Amortization table documenting the principal and interest on the project throughout the life of the loan
- A completed narrative (the last page of this request form)
- All additional documentation required by each request below

Please select all requests that apply.

- Contract Amendment (can only be completed before contract expiration)
 - Please attach a draft amendment; **OR**
 - Please attach a description of the sections/scope that need to be amended
- HOME Loan Subordination/Amendment
 - Please attach a draft loan subordination; **AND**
 - A narrative explaining the need for a new/amended loan subordination
- HOME Loan Extension/Amendment
 - Please attach a draft mortgage or loan amendment; **AND**
 - A narrative explaining the need for the loan extension
- HOME Loan Interest Forgiveness
 - Please attach a draft of the HOME Debt Settlement Offer; **AND**

- A Principal and Interest Statement that includes P&I amounts through the life of the loan period; **AND**
- A draft HOME Loan Debt Settlement Resolution; **AND**
- A draft Release of Mortgage including the project's legal description
- Transfer of Ownership of a HOME Project
 - Please attach a draft HOME Agreement; **AND**
 - A completed underwriting packet for the New Owner; **AND**
 - HOME Affirmative Marketing Procedures from the New Owner; **AND**
 - An executed Assignment of Rents for units in the project; **AND**
 - A draft assumption of note and mortgage; **AND**
 - A draft restrictive covenant for the entire project
- Satisfaction of HOME Loan
 - Please attach a draft Satisfaction of Mortgage; **AND**
 - Documentation that all necessary loan payments have been submitted to the City

Sale of Unit or Release of Mortgage

- Please attach a draft Release or Partial Release of Mortgage; **AND**
- Documentation that the potential homeowner meets all HUD requirements; **AND**
- Updated legal descriptions for the property and the project; **AND**
- A draft restrictive covenant conveying any requirements, if necessary

I am requesting this information on behalf of the project identified above. To the best of my knowledge, I believe this project is compliant with all federal standards and does not require additional technical assistance, compliance remediation, or assistance beyond this request. I understand that submitting this request into the HOME queue does not guarantee the documents will be prepared and ready by the date requested above, but that City staff will attempt to accommodate all requests. I understand that providing misleading, inaccurate, or incomplete information will delay completion of this request, may require additional project review for compliance, and may ultimately lead to denial of this request. I acknowledge that submission of this request is simply a request for review and does not constitute eventual approval or automatic acceptance of any modification to existing documents, loans, due dates, or other binding terms. I understand that my request may be denied or modified if the proposed terms are not in the best interest of the City of Dayton, its partners, employees, and/or residents.

Name

Date

Title

HOME Queue Submission – Narrative

Please utilize this form to submit a narrative as required on Page 1. All narratives should include the history of the project, the change/amendment/information being requested, the need for this request, and any information that provides justification for the request. This narrative should be detailed and show how fulfilling this request will support the success/vitality of the project moving forward.

