

**CITY OF CONCORD
REVOLVING LOAN FUND
CHECKLIST FOR REQUIRED DOCUMENTS**

Below is a checklist outlining the documents that are necessary for the City of Concord to process your Revolving Loan Fund request. All documents must be provided prior to your application being considered complete. Refer to the Program Income Reuse Plan for additional information regarding these requirements.

INCOME ELIGIBILITY FORM:

Required Documentation <i>(The documentation required in this section is required for all household members with any type of income. All household income is used to determine eligibility for a Revolving Loan Fund loan).</i>	Date Received (For City Use Only)
Income Eligibility Form – completed and signed	
Paystubs – four of the most recent paystubs for all household members	
Bank Statements – three of the most recent monthly statements for all household members	
Other forms of income, such as social security, retirement, child support, alimony, public assistance, unemployment benefits, etc. – three of the most recent monthly statements for all household members	

APPLICATION FORM:

Required Documentation <i>(The documentation required in this section is required for the borrower or co-borrowers of the loan only).</i>	Date Received (For City Use Only)
Application Form – completed and signed by borrower and any co-borrowers	
Estimates – three estimates from reputable contractors describing in detail the work to be completed, including any necessary permits	
Paystubs – four of the most recent paystubs for borrower and any co-borrowers	
Statements for all other sources of income – three of the most recently monthly statements for borrower and any co-borrowers	
Authorization to Obtain A Credit Report – the form must be completed and signed for the borrower and any co-borrowers	
Mortgage Statement – the most recent statement showing the balance of the mortgage and escrow accounts for borrower and any co-borrowers	
Statements for Pensions, 401K accounts, Annuities, Checking and Savings accounts, etc. - three of the most recent statements for borrower and any co-borrowers	
Income Taxes – three of the most recent income tax returns for borrower and any co-borrowers	
Condominium and Association Fees – statement showing the monthly amount of condominium and/or association fees and any special assessments	
Proof of Homeowners’ Insurance – the City of Concord will need to be listed as a mortgagee and loss payee on the homeowners’ policy for the term of the loan	
<i>For loan requests that are for multi-family or investment property, you need to provide all the information listed above AND the documents listed below:</i>	
Leases – the most current lease for each of the units in the property	
Rent Rolls – the past three years’ record of rental payments, including amounts, due dates, dates received, etc.	
Utility Bills –the past four months’ of utility payments made by property owner as part of the lease	
Income Survey Information – a completed survey sheet must be completed by the tenants for each unit in the property – the surveys should be provided directly to the City from the tenants	
Property Expenses - three months’ of expenses for the property	
<i>The City of Concord will obtain the following documents:</i>	
Titles and Deeds – the City of Concord will obtain from Merrimack County Registry of Deeds	
Property Tax Records – The City of Concord will obtain from the City’s Treasurer and Assessor	
Utility Bills (Water & Sewer) – The City of Concord will obtain from the City’s Utility Billing Division	
Credit Report – The City of Concord will obtain a credit report for the borrower and any co-borrowers, upon receipt of signed authorization from the borrower and any co-borrowers.	

Please return all documents to:

**City of Concord
Community Development Department
41 Green Street, 2nd Floor
Concord, NH 03301**

If you have any questions regarding the Revolving Loan Fund, please contact the City of Concord at (603) 225-8595.