



City of Fairfax Renaissance Housing Corporation
In partnership with MainStreet Bank
 24 Month No Interest Home Improvement Loan Program



PROJECT APPLICATION (# _____)
Entered by staff

APPLICANT INFORMATION

Name: _____

Address: _____

Phone Number (Daytime): _____ Email: _____

Current Address (If different from above): _____

AMOUNT REQUESTED TO BORROW | APPLICATION FEE – CHECK WHICH APPLIES

Amount desired to borrow:
 (\$10,000 min to \$250,000 max): \$ _____

\$50.00 FEE for LOANS \$10,000 TO \$99,999

Amount remaining on your first mortgage: \$ _____

\$100.00 FEE for LOANS \$100,000 TO \$250,000

PRIOR TO SUBMISSION: Loan To Value (LTV) ratio limits will apply. For information regarding LTV limits and how they affect loan approval please contact MainStreet Bank PRIOR to application submission **(to avoid loss of non-refundable application fee).**

HOME DETAILS

Is the Home more than 30 years old: Yes No

Check Here if Townhome:

Age of Home (Must be 10+ years old): _____

Check Here if Condominium:

Style of Home (*Cape Cod, etc.*): _____ Number of Bedrooms your home currently has: _____

DOES YOUR HOME CURRENTLY HAVE (Check all that apply)

- Master Bedroom with Bath Modern Heating & Cooling Large Kitchen Modern Appliances
 Family Room More Than One Bath Walk-In Closets Garage/Carport

Was your home recently a rental or group home: Yes No

Does your home have worn or unsafe electrical/wiring: Yes No

Does your home have exterior signs of wear? Please describe:

Does your home have interior deterioration? Please describe:

DESCRIPTION OF PROPOSED HOME IMPROVEMENT PROJECT (attach an additional sheet if necessary):

ITEMS REQUIRED WITH APPLICATION (MISSING OR INCOMPLETE INFORMATION MAY CAUSE A DELAY OR REJECTION OF YOUR APPLICATION) (Check items submitted with your application)

The following items are required as part of your home improvement project application. All application materials are non-returnable (including photographs):

- Proof of home ownership – copy of a tax record, deed or purchase contract.
- Photograph(s) of existing structure – Exterior and Interior photographs that include all areas that will be affected by construction.
- House location survey or plat of property – Plat must be to scale and depict the property as it currently exists, including all structures currently on the property. Dimensions of the home and any proposed additions must be clearly depicted. The distances from any proposed additions to the lot lines must be clearly shown on the plat. All property owners must sign and date this plat.
- Drawing(s) of the proposed project (existing & proposed). Architectural elevations. Show any grade changes to lot.
- DETAILED estimated budget for project including contractor written estimate(s) or proposed contract(s) from the contractor(s) you have chosen for the project.
- Estimated timeline for construction and completion.
- \$50.00 or \$100.00 application fee, made out to FRHC (**application fee is non-refundable**).

EVERYONE NAMED ON THE PROOF OF HOME OWNERSHIP (TAX RECORD/DEED/PURCHASE CONTRACT) MUST INITIAL THE 10 ITEMS BELOW AND SIGN THE APPLICATION TO INDICATE THEIR UNDERSTANDING AND ACCEPTANCE OF THESE REQUIREMENTS AS PART OF THEIR INVOLVEMENT IN THE FRHC PROGRAM

1. Improvements must be completed within **eighteen (18) months** of the loan closing date in order to avoid an interest reimbursement to FRHC. *Applicant initial(s)* _____.
2. Completion requires inspection by the FRHC and final inspection/permits passed by the City of Fairfax building officials (if required). *Applicant initial(s)* _____.
3. Program participants must provide the FRHC with quarterly project status reports or risk default. *Applicant initial(s)* _____.
4. The home must remain owner-occupied and cannot be sold for at least **thirty six (36) months** after the loan closing date in order to avoid an interest reimbursement to FRHC. *Applicant initial(s)* _____.
5. Both the project and the loan must be approved before any work may start. *Applicant initial(s)* _____.
6. Loan proceeds may not be used to pay off or pay down loans made prior to FRHC loan closing date. *Applicant initial(s)* _____.
7. During the renovation process, the FRHC has the right to post a sign in the front yard of the property and to inspect/photograph the project property at any time. *Applicant initial(s)* _____.
8. Approval is subject to availability of funds. The FRHC reserves the right to amend or modify the application and or program guidelines or procedures without further notice. *Applicant initial(s)* _____.
9. Your home will be toured on the scheduled FRHC meeting date as part of the application review process. *Applicant initial(s)* _____.
10. This program is NOT associated with the City of Fairfax Tax Abatement program. *Applicant initial(s)* _____.

OPTIONAL PHOTO RELEASE

I agree to allow FRHC to use photos of my home and my likeness in various social media outlets in order to promote the 0% Loan Program. *Applicant initial(s)* _____. If initialed, please sign and attach photo release (form #FRHC 01-19) and submit with your application.

APPLICANT SIGNATURE(S)

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

WHERE TO SUBMIT APPLICATION / FRHC CONTACT / MAINSTREET BANK CONTACT

- Submit application to: Tina Gillian, City of Fairfax, Room #207A, 10455 Armstrong Street, Fairfax, VA 22030
- Questions? Please contact:
FRHC: Tina Gillian, 703-385-2494, tina.gillian@fairfaxva.gov
MainStreet Bank: Mariana Quackenbush, 703-481-4548, mquackenbush@mainstreetbank.com

CITY OF FAIRFAX RENAISSANCE HOUSING CORPORATION

OPTIONAL PHOTO RELEASE FORM

I hereby grant the City of Fairfax Renaissance Housing Corporation permission to use my real estate and house, both exterior and interior, as well as my likeness in a photograph, video, web site, social media, or other digital media (“photo”) in any and all of its publications, including web-based publications, web sites and social media, without payment or other consideration. I understand and agree that all photos will become the property of the City of Fairfax Renaissance Housing Corporation and will not be returned.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE.

Print Name: _____

Signature: _____ | Date: __ / __ / ____

Address: _____
