

To:

Multi-Family Energy Conservation Loan Program (MEL)

Administered by



121 Tremont Street
Hartford, CT 06105

860-233-5165 • 800-992-3665

www.chif.org

INSTRUCTIONS

Please follow these procedures in order to avoid costly delays in processing your application. Any credit report over six months old is considered outdated and materials and application fees must be resubmitted.

Requirements

- Loan Application Form
- \$50.00 application fee for each building
- Final estimate(s)/bid(s) for work to be performed and a copy of the contractor's license
- Acceptable Credit
- Mortgage verification
- Tenant list and tenant income verification may be required
- Building Information Form

Application

Complete and return the Loan Application form. Each building must have a separate application form which must be accompanied by a \$50.00 non-refundable application fee payable to the Connecticut Housing Investment Fund (CHIF). Feel free to copy the enclosed application for additional buildings.

Complete the top half of the mortgage verification form for each building and sign it.

If at least 50% of the building's tenants are of low income, fill in the accompanying tenant list and return it with your application. Use one tenant list per building.

Upon receipt of the tenant list, CHIF will send you tenant survey forms that you may distribute to your tenants. If you have a rental agreement with an authorized agency that monitors the tenants' income, a certification as to compliance with the State of Connecticut income guidelines may be acceptable in lieu of these surveys.

Contact

The Multi-Family Energy Conservation Loan Program (MEL) is a program of the State of Connecticut Department of Housing and is administered by the Connecticut Housing Investment Fund, Inc. (CHIF). For more information or assistance in completing the application, contact:

Connecticut Housing Investment Fund, Inc.
121 Tremont Street
Hartford, CT 06105
lending@chif.org
(860) 233-5165 or 1-800-992-3665

THE MULTIFAMILY ENERGY LOAN PROGRAM (MEL)

Program Purpose

The purpose of the MEL Program is to provide financial assistance in the form of below-market interest rate loans to eligible owners of multifamily structures. Loan proceeds may be used for weatherization, mechanical systems improvements, building envelope improvements, and improvements utilizing renewable resources.

Loan Terms

There are no income limits for borrowers of MEL loans. The loan shall not be more than \$3,500.00 multiplied by the number of dwelling units in each structure, provided no such loan shall exceed \$100,000.00. If the applicant seeks a loan for fewer than the total number of units in the structure, the application should include a commitment to make all dwelling units in the structure comparably energy efficient. The annual interest rate will be determined by tenant income. Interest rates are currently 3% or 6% depending on the tenant's income. The maximum term of the loan is 10 years. There are no pre-payment penalties.

Eligible Applicants

An eligible applicant is any person, group or corporation holding title to an eligible building. Buildings owned by private individuals or partners, limited partnerships, or corporations (profit and nonprofit) are eligible. Management agencies may apply on behalf of the owner, but will not be permitted to sign loan documents without the legal appointment of the owner. Loans will be issued to corporations, although personal liability may be required of a corporate principal.

Eligible Buildings

Any building within the State of Connecticut owned by an eligible applicant and containing 5 or more dwelling units will be eligible for financing. Buildings containing commercial space must be at least two-thirds (2/3) residential by floor area. Any delinquent property taxes or outstanding code violations must be satisfactorily resolved prior to loan closing. Buildings that provide temporary housing (hotels, motels, etc.) are not eligible. Public housing is not eligible.

Underwriting Criteria

Analysis of the applicant's credit history, mortgage payment history, and credit references will be a major consideration in the loan approval process.

MEL PROCEDURES

Underwriting/Pre-Approval

After receipt of a complete application, mortgage verification and credit report, the loan will be underwritten by CHIF Lending staff. Final estimates/bids are not required at this time, but are preferable. Other materials, such as verification of additional funds when the cost of the project exceeds the amount of the loan, may be required. Once the underwriting is complete, you will receive either a pre-approval letter and information regarding the next steps in the loan process, or a rejection letter notifying you of the reasons that you do not qualify.

Commitment Letter

Once compliance with all underwriting criteria has been determined, CHIF will issue a letter of commitment. CHIF will not take responsibility for financial or contractual obligations made by the applicant prior to the issuance of a loan commitment. If the applicant is depending upon the loan as the only means of covering the improvement costs, it is advised that no binding contracts be signed or non-refundable deposits be placed prior to receipt of the commitment letter. Upon receipt of the commitment letter, you may contact CHIF to arrange for a closing date.

Closing

Prior to closing, you must submit a statement of title, Schedule A description of the subject property, and an insurance binder listing the State of Connecticut Department of Housing, 550 Hudson Street Hartford, CT 06106 as the mortgagee. All titleholders or their legal appointee must sign the loan closing documents. These documents will include a Mortgage Deed, Loan Note, and a Truth-in-Lending disclosure. At that time, a check for the recording fees is required (typically \$63.00 per building). You are not required to have an attorney present for the closing and neither attorney fees nor closing points are charged by CHIF.

Work Completion

Funding of this loan will be conditioned upon the scheduled work being completed and CHIF receiving verification of this within 90 days of the loan closing. These documents will include: Work Completion forms, Lien Waivers, and Building Permits. Other supporting materials may be requested in some cases. Follow-up inspections may be performed to ensure that work has been completed.

Funding

Upon receipt of all required work completion documents, CHIF will pay the contractor(s) directly for the improvements that have been made to the subject property.

Important Note

Materials purchased or work commenced prior to the date of the commitment letter issued by CHIF are ineligible for financing from the State Department of Housing. The Department of Housing shall not be liable for any work performed, materials purchased, contracts signed or any other debt incurred in connection with any unsuccessful application for an energy conservation loan.

ELIGIBLE PROJECTS

Category "A" - Weatherization

- Caulking and Weatherstripping for Windows and Doors
- Insulation for Attics, Attic Hatchways, Pipes, Ducts and Domestic Hot Water Tanks
- Storm Windows and Doors

Category "B" - Mechanical Systems, Heating Systems, Efficiency Improvements

- Replacement Oil Burners and Gas Powered Burners
- Flue Dampers, Variable Aquastats, Set-back Thermostats, Heat Reclamation Systems
- Intermittent Ignition Devices, Combustion Chamber Turbulators
- Automatic Energy Control Systems, Timers and Load Management Devices, Replacement Furnaces and Boiler
- System Repairs including Boiler Seals, Insulation Patches, Damper and Flue Pipe Repairs, Automatic Water Feeds, Steam Regulators and Air Plenum Seals; Replacement of Controls including Draft Regulators, Thermostats, Aquastats, Relays, Pumps, Fans, Valves and Dampers
- Converting Space Heaters to Central Heating Systems and Controls for Independent Metering
- Modifications to the Distribution System including Re-zoning, Replacing Steam Vents, Steam Valves, Converting Steam to Circulated Water, and adding Circulating Pumps or Fans to Gravity Feed Systems
- Removal of Paint from Radiators and/or Adding Reflectors to improve Radiator efficiency
- Domestic Hot Water System Efficiency Improvements
 - Replacement Oil Burners, Flue Dampers, Intermittent Ignition Devices, Water Pressure Reduction Valves, Water Flow Reducers/Aerators
 - Separating Domestic Hot Water System from Central Heating System by installing Tank-type or instantaneous Recovery Hot Water Systems
 - Timers and Load Management Devices
- Lighting Efficiency Improvements
 - Installation of Energy Efficient Fluorescent Lamps (Bulbs)
 - Replace High-Output Fluorescent Lamps with Standard Lamps
 - Replace Incandescent Lighting with High Pressure Sodium Lighting
 - High Efficiency Replacement Light Fixtures

Category "C" - Building Envelopment Improvement

- Insulation for Walls, Floors, Basements, Foundations
- Thermal Replacement of Windows and Doors
- Shading Devices and Reflective Film for South-facing Windows
- Interior Storm Panels and Movable Window Insulation

Category "D" - Renewable Resources

- Active Solar Heating for Domestic Hot Water
- Passive Solar for Space Heating and Domestic Hot Water
- Photovoltaic Electric Generating Systems
- Windmill Electric Generating Systems
- Geothermal Heating and Cooling Systems
- Ground Water Heat Pumps for Heating and Cooling



State of Connecticut Department of Housing
Multifamily Energy Loan Program (MEL)

Complete this form and return to:

Connecticut Housing Investment Fund, Inc.

MEL Program

121 Tremont Street, Hartford, Connecticut 06105

Email: lending@chif.org

Fax: (860) 233-3920



Applicant/Owner _____

Employer I.D.# _____ Social Security # _____

Business Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____ Email _____

Co-Owner _____ Social Security # _____

Business Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Evening) _____ Email _____

LEGAL STATUS OF APPLICANT

☐ Individual ☐ Cooperative ☐ For-profit Corporation ☐ Non-profit Corporation ☐ Limited Partnership ☐ Limited Liability Company

What Property Will You Improve With Your Energy Conservation Loan?

Apartment Complex Name _____

Building _____ # of Units in the Building _____

Property Street Address _____

City _____ State _____ Zip _____

Property Manager/Agency (if any) _____ Phone _____

Street Address _____ City _____ State _____ Zip _____

Contact Person _____ Phone _____

Street Address _____ City _____ State _____ Zip _____

Financial Information

Name and Address of First Mortgage Holder (Bank) _____

Loan Number _____ Mortgage Balance \$ _____ Monthly Principal & Interest Payment (only) \$ _____

Monthly Mortgage Insurance \$ _____ Monthly Property Taxes \$ _____

Monthly Homeowners Insurance \$ _____ Other \$ _____

Name and Address of Second Mortgage Holder (Bank) _____

Loan Number _____ Mortgage Balance \$ _____ Monthly Principal & Interest Payment (only) \$ _____

Are there any additional debts secured by the building? Yes ☐ No ☐

If yes, describe: _____

Creditor _____ Account # _____

Street Address _____ City _____ State _____ Zip _____

Original Balance \$ _____ Present Balance \$ _____ Monthly Payments \$ _____

Credit References

Name of Creditor _____ Account # _____ Type of Account _____

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Are there any liens against your property? Yes ☐ No ☐

If yes, explain: _____

Have you filed bankruptcy in the last 7 years? Yes ☐ No ☐

If yes, explain: _____

Do you have any housing code violations cited by City Housing Officials that remain uncorrected? Yes ☐ No ☐

If yes, explain: _____

Are your property taxes delinquent? Yes ☐ No ☐

If yes, explain: _____

What is the total square footage of the building you wish to improve? _____ square feet.

Is any portion of the building used or leased as commercial space? Yes ☐ No ☐

If yes, what is the square footage of the commercial space? _____ square feet.

What energy improvements are you considering? _____

Are energy costs paid directly by the tenant or included in the rent? _____

How did you hear about the Multifamily Energy Conservation Loan Program? _____

I/we swear that the above information is true, complete and accurate to the best of my/our knowledge and hereby grant permission to confirm or verify any and all information provided.

Signature _____

Date _____

Signature _____

Date _____

Each building to be improved must have a separate application. Along with this application, please send a \$50.00 non-refundable application fee. The application materials will be valid for six months.

Request for Verification of Mortgage or Deed of Trust

For:

The State of Connecticut
Multifamily Energy Conservation Loan Program (MEL)

Return to:

Connecticut Housing Investment Fund, Inc.
MEL Program
121 Tremont Street
Hartford, Connecticut 06105
Email: lending@chif.org
Fax: (860) 233-3920

APPLICANT

Applicant/Owner _____

Employer I.D.# _____ Social Security # _____

Business Address _____

City _____ State _____ Zip _____

MORTGAGEE (Bank)

Name _____

Address _____

City _____ State _____ Zip _____

Loan # _____

Authorization by Applicant

I/we hereby authorize the release of the mortgage data requested below for the confidential use by the agency named above, for the purpose of obtaining an Energy Conservation Loan from the State of Connecticut Department of Housing. Please furnish the following information and remit promptly to the above address.

Signature _____ Date of Authorization _____

Signature _____ Date of Authorization _____

To Be Filled Out By the Mortgagee (Bank)

1. FINANCIAL DATA**Monthly Payments**

Date of Mortgage _____ Principal & Interest \$ _____

Original Amount \$ _____ Mortgage Insurance Premium \$ _____

Present Balance \$ _____ Real Estate Taxes \$ _____

Home Owners Insurance \$ _____

Other \$ _____

TOTAL MONTHLY PAYMENTS \$ _____

2. TYPE OF MORTGAGE ☐ CHFA ☐ CONV ☐ FHA ☐ VA ☐ Other _____

3. ARE PAYMENTS CURRENT? ☐ Yes ☐ No If no, State: Amount in Arrears \$ _____ Period in Arrears _____

4. HAS THE ACCOUNT BEEN SATISFACTORY? ☐ Yes ☐ No

Signature of Mortgagee _____ Title _____ Date _____

TENANT LIST

Return to: Connecticut Housing Investment Fund, Inc.
MEL Program
121 Tremont Street
Hartford, Connecticut 06105
Email: lending@chif.org
Fax: (860) 233-3920

Applicant/Owner _____

Street Address of Property to Receive Energy Conservation Improvement _____

City _____ State _____ Zip _____

Date _____ # of Units in Building _____

Apt. No.	Tenant's Name	Comments	This Column for CHIF USE ONLY

FOR CHIF USE ONLY

UNITS (total) _____

Surveys Received _____

% Bldg. Lower Income _____



CHIEF/ State of Connecticut DOH
Multi-Family Energy Conservation Loan Program
Building Information Form



Property Address: _____

Borrower (Company Name and/or Borrower(s) Name(s): _____

Age of Building _____ Total Square Footage of Building _____

Description of Commercial Space (if applicable) _____

List Accessory Buildings and Area (if applicable) _____

Number of stories _____ Exterior Finish _____ # Units _____

Structural System: Wood Frame _____ Brick _____ Masonry Block _____
Structural Steel _____ Other _____

Roofing System: Flat _____ Peaked _____ Other _____

Electrical Service provided by: CL&P _____ UI _____ Other _____

Gas Service provided by: Yankee Gas _____ SCNG _____ CNG _____ Other _____

Heating System Type: Steam _____ Circulated Hot Water _____ Forced Hot Air _____

System Age _____ Space Heaters _____ Electrical Resistance _____
Heat Pump _____ Other _____

More than One (1) Type of Heating System? Explain: _____

Hot Water System Type: Tank Type _____ Tankless _____ Demand Use _____

System Age _____ Heat Pump _____ Other _____

More than One (1) type of Hot Water System? Explain _____

Primary Fuel for Heating? _____ **Hot Water?** _____

Present Fuel Cost/Usage: Oil \$ _____ Gal _____

Gas \$ _____ CCF _____

Electric \$ _____ KWH _____

Comments: _____