FARM LABOR HOUSING LOAN PROGRAM
NEW HOUSING APPLICATION

Once you have reviewed the Farm Labor Housing Loan Program Guidelines, please read and complete this application. Any incomplete information will cause a delay in processing, and the application may be returned to you. If you need assistance, please contact Anthony Parenti at the Department of Housing by phone at (650) 802-3379 or via e-mail at aparenti@smchousing.org. Please fill out a separate application for each unit, if the units are not identical or are on separate parcels.

APPLICANT INFORMATION
Applicant Name:
☐ Private Landowner ☐ Nonprofit Landowner ☐ Public Agency Landowner

Mailing Address:	City:	Zip:
Daytime Phone:	Email:	
Project Address:	City:	Zip:
Project APN Number: _ _ _ - _ _ _ - _ _ _	Type of units:	
Project Manager:		
Daytime Phone:	Email:	

HOUSING INFORMATION
Name of Agricultural Operation:
Name of Owner of Agricultural Operation:

Mailing Address:	City:	Zip:
Type of Housing: ☐ Mobilehome ☐ Single family house ☐ Multi-family house		
Number of units for which funding is being requested:		

TENANT INFORMATION	
Will a very low-income farmworker(s) reside in the unit? Yes ☐ No ☐	Employer of farmworker tenant(s):
Number of farmworker tenants: _____	Total number in household: _____
Please list the rent for $ _____ month each unit. *(If more than three,* $ _____ month *add additional sheet of paper)* $ _____ month	What other housing related costs is the tenant(s) responsible for?

To whom will the farmworker(s) pay rent?

Will rent and utility allowance represent less than
30% of the farmworker household's gross income?   Yes ☐ No ☐

Please provide information substantiating the response to the question directly above, including income information.

PROPOSED PROJECT
Please describe the proposed project, including an estimated budget.

LOAN INFORMATION
See loan parameters in guidelines ☐ No interest, forgivable loan
Please indicate the loan amount requested to accomplish the work described above. *(note limitations of loan amounts on program description)* $ _____

Certification
I certify that the information I am submitting is true and correct. I further certify that I have read the Farm Labor Housing Loan Program Guidelines, which set forth the basic terms and conditions of the loan.

Signature: _____   _____
              Property Owner   Date

REQUIRED SUPPORTING DOCUMENTATION

☐ **Non-Profit**	☐ **Government Entity**	☐ **Private Party**	☐ **Other:** _____

After the site visit is complete, please submit <u>ONE</u> copy of the following documents based on the box you check above. Please label each document with the corresponding attachment numbers.

ALL APPLICANTS

☐   1. Proof of ownership.

☐   2. Proof of income for the farmworker(s), such as payroll report or tax documentation, if available (please note that documentation regarding proof of income for other members of the farmworker's household may be requested).

☐   3. Documentation of rent and other housing expenses paid by tenant(s), such as a lease agreement or payroll deduction, if available.

☐   4. Property Description.

Additional documentation for PRIVATE PARTY applicants

☐   5a. Copy of Bylaws.

☐   6a. Articles of incorporation (required for corporate entities only).

☐   7a. Profit and loss statement.

☐   8a. Certificate of registration with the California Secretary of State (corporations, LLCs, and limited partnerships).

Additional documentation for NON-PROFIT applicants

☐   5b. Resolution authorizing application and designation of signatory by the Board of Directors.

☐   6b. Proof of 501(c)3 / tax-exempt status.

☐   7b. Copy of Bylaws.

☐   8b. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and Management letters

Additional documentation for GOVERNMENT ENTITY applicants

☐   5c. Resolution authorizing application and designation of signatory by the governing body.

☐   6c. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and Management letters