



## RURAL NEVADA DEVELOPMENT CORPORATION

1320 East Aultman Street • Ely, Nevada 89301  
Phone (775) 289-8519 • Toll Free (866) 404-5204  
Fax (775) 289-8214 • [rndcnv@sbcglobal.net](mailto:rndcnv@sbcglobal.net)

Thank you for your interest in our Homeowner Rehabilitation Program. Rural Nevada Development Corporation has administered this program for many years and feels it is an excellent opportunity for low income homeowners to make needed repairs and improvements to their homes.

Complete the attached application and return it to our office along with the following supporting documents:

- Copy of your recorded deed. We can accept a Deed, Quitclaim Deed, Joint Tenancy Deed, or Grant, Bargain and Sale Deed.
- Copy of the title to your mobile home, if applicable.
- Assessor's Property Information Printout. This printout must list the size, age, and assessed value of your home. It can be obtained from your local county assessor office.
- Copy of current homeowner's insurance declaration page.
- Copy of current mortgage statement. Must show your account number and current balance.
- Copy of most recent income tax return and all applicable schedules.
- Copy of applicant's birth certificate. If this is not available, we can accept a copy of their driver's license and Social Security card.
- Copy of three (3) most recent paystubs and/or current annual benefit statement.
- List of needed repairs.

Once all items are received, along with your completed application, you will receive a letter notifying you of your status. Please note that this program uses deferred loan funds which require the placement of a lien on your property. Please refer to the enclosed 'Explanation of Terms and Conditions' for more information.

Please contact me at the number listed above should you have any questions. **When faxing supporting documentation please fax to (775)289-3690.**

Sincerely,

A handwritten signature in black ink that reads "Tara Cutler". The signature is fluid and cursive, with a large initial 'T'.

Tara Cutler  
Housing Administrator

## HOMEOWNER REHABILITATION DEFERRED LOAN PROGRAM APPLICATION

Applicant Name (Last, First, MI)

Phone Number

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Current Physical Address

Mailing Address

Name and Phone Number of Nearest Relative (not living with you)

\*This is needed in the event that we are unable to contact to you for scheduling purposes

Name:	Phone Number:
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### HOUSEHOLD INFORMATION

List all people who are in your household, including yourself.

Full Name	Relationship	Age	Social Security Number	Disabled
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Has the home ever received assistance before?    Y    N      Date received: \_\_\_\_\_

Have YOU received assistance before?      Y    N      Date received: \_\_\_\_\_

If Yes, what was the address? \_\_\_\_\_

## INCOME INFORMATION

Complete the following for all persons in the home, over the age of 18, that are receiving any income.

Name of Person Employed	Name of Employer	Date Hired	Gross Monthly Income

Source	Person Receiving	Gross Monthly Income
SSI – Supplemental Security Income		
Social Security		
Veteran’s Benefits		
Military Retirement		
Retirement Pension		
Dividends, Interest, Royalties		
Disability Payments		
Unemployment		
Child Support		
Other _____		

## ASSET INFORMATION

List all assets with current cash value (stocks, bonds, IRAs, 401(k)s, ect...)

Type	Current Value

No disclosure of this information obtained by a representative of Rural Nevada Development Corporation will be made directly or indirectly. Information obtained will be utilized only in the furtherance of the Housing Rehabilitation Programs. Demographic information listed herein is for monitoring purposes only and is requested by the Federal Government. Information provided will not have any effect on eligibility or amount of assistance provided. See Privacy Act Notice at end of application. My signature certifies that the home I am requesting assistance for is my primary residence.

I/We fully understand that it is a federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements when applying for this assistance under the provision of Title 18, United States Code, Section 1014.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**HOMEOWNER REHABILITATION PROGRAM  
EXPLANATION OF TERMS AND CONDITIONS**

Rural Nevada Development Corporation (RNDC) receives funding for Homeowner Rehabilitation from Nevada Housing Division, Western Nevada Home Consortium, and Nevada Commission on Economic Development Community Development Block Grant (CDBG). Depending on the funds used for your project, certain terms and/or conditions may apply.

Homeowner Rehabilitation uses HOME funds and Low Income Housing Trust Funds from Nevada Housing Division. These are deferred loan funds, which require securing a lien on the subject property by recording a Deed of Trust. These funds do not expire and are repaid when the property is sold or is no longer used as the client's primary residence.

Homeowner Rehabilitation uses HOME funds and Low Income Housing Trust Funds from the Western Nevada Home Consortium. These are deferred loan funds, which require securing a lien on the subject property by recording a Deed of Trust. These funds do not expire and are repaid when the property is sold or is no longer used as the client's primary residence.

Deferred loan funds do not accrue interest and do not require any monthly payment.

Community Development Block Grants (CDBG) are deferred loan funds that are forgiven after three years. A Deed of Trust is recorded to secure the lien, but a reconveyance will be issued at the end of the three year period to release the lien. It is the client's responsibility to record the reconveyance.

CDBG funds are limited and are not used to fund the entire amount of the Homeowner Rehabilitation project.

Repairs requested for the home must be related to Health & Safety Issues, Handicap Accessibility Needs, or Energy Conservation Measures.

RNDC will be listed as an additional insured on the client's homeowner's insurance policy after the project is complete.

I have read the above listed explanations and I understand that deferred loan funds will be used to fund my Homeowner Rehabilitation project, which requires placing a lien on my property. Grant funds may be used, but they are not guaranteed and will not be used to fund the entire project.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## APPLICANT DEMOGRAPHIC PROFILE

PROPERTY ADDRESS: \_\_\_\_\_

NAME OF HEAD OF HOUSEHOLD: \_\_\_\_\_  
Last First M.I.

Number of persons in household: \_\_\_\_\_ Sex of Head of Household: Male Female  
(circle one)

Household Demographic: \_\_\_\_\_

- 1 = Single/Non Elderly
- 2 = Elderly
- 3 = Related/Single Parent
- 4 = Related/Two Parent
- 5 = Other

Specify: \_\_\_\_\_

Race Categories		Ethnicity
Race	Check Only One Race Category	Check if also Hispanic
1   American Indian or Alaska Native		
2   Asian		
3   Black or African American		
4   Native Hawaiian or Other Pacific Islander		
5   White		
6   American Indian or Alaska Native <i>and</i> White		
7   Asian <i>and</i> White		
8   Black or African American <i>and</i> White		
9   American Indian or Alaska Native <i>and</i> Black		
10   Balance/Other		

Displaced Homemaker: Yes \_\_\_\_ No \_\_\_\_

A displaced homemaker means an adult individual who: has not worked full-time, full-years in the labor force for a number of years but has, during such years, worked primarily without remuneration to care for the home and family and is employed or under employed and is experiencing difficulty in obtaining or upgrading employment.

## PROPERTY INFORMATION

Subject Property IS \_\_\_\_\_ IS NOT \_\_\_\_\_ located in a FEMA designated Flood Zone.

Homeowner DOES \_\_\_\_\_ DOES NOT \_\_\_\_\_ carry homeowner's or flood insurance.

\*Current insurance policy must be in place to qualify for assistance

### Insurance Information:

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Agent \_\_\_\_\_

Age of home: \_\_\_\_\_ Square Footage: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Assessor's Parcel Number: \_\_\_\_\_

Land Assessed Value \_\_\_\_\_

Dwelling Assessed Value \_\_\_\_\_

Total Assessed Value \_\_\_\_\_

(above listed information can be obtained from your local County Assessor)

### FOR OFFICIAL USE ONLY

State Historic Preservation Office Addressed \_\_\_\_ Yes \_\_\_\_ No

#### Appraised Value Determination:

Assessed Value (a) \_\_\_\_\_ x 3.5 = Appraised Value (b) \_\_\_\_\_

Rehab Amount (c) \_\_\_\_\_ ÷ 3 = (d) \_\_\_\_\_ + (b) = (e) \_\_\_\_\_  
(this amount cannot exceed (g))

FHA Mortgage Limit for \_\_\_\_\_ County = (f) \_\_\_\_\_

95% of FHA Mortgage Limit = (f) x .95 = (g) \_\_\_\_\_

## HOMEOWNERSHIP VERIFICATION

### Type of Dwelling

Please check one: \_\_\_\_\_ Site Built Single Family Residence

\_\_\_\_\_ Mobile Home

\_\_\_\_\_ Other (please specify)

Ownership documentation must be included with this application. Suitable documents are:

Deed

Quitclaim Deed

Grant, Bargain, and Sale Deed

Joint Tenancy Deed

Homeowner must be able to encumber liens against the dwelling, including the land, in order to qualify for RNDC's Homeowner Rehabilitation Program.

## MORTGAGE VERIFICATION

Mortgage Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Account Number: \_\_\_\_\_

Sign below **ONLY** if you do not have an existing mortgage on your home.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**REQUEST FOR VERIFICATION OF EMPLOYMENT**

APPLICANTS: PLEASE COMPLETE ONLY SECTIONS 1, 6, AND 7

**PART 1 - REQUEST**

<b>1. TO:</b> (Employers Name & Mailing Address)	<b>2. FROM:</b> Rural Nevada Development Corp. 1320 E. Aultman Street Ely, NV 89301	
<b>3.</b> I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.  _____ Signature of RNDC Representative	<b>4. TITLE:</b>  Housing Assistant	<b>5. DATE:</b>
<b>6. NAME AND ADDRESS OF APPLICANT:</b>	<b>7. SOCIAL SECURITY NUMBER:</b>  SIGNATURE: _____ _____ I have applied for a mortgage loan or a rehabilitation loan and stated that I am employed by you. My signature above authorizes verification of my employment.	

**PART 2 - VERIFICATION OF PRESENT EMPLOYMENT / INCOME**

**TO BE COMPLETED BY EMPLOYER ONLY**

EMPLOYMENT INFORMATION	PAY DATA		MILITARY PERSONNEL
<b>DATE OF EMPLOYMENT</b>	<b>CURRENT BASE PAY</b>		
	\$ _____ ___ Annual ___ Monthly ___ Hourly ___ Weekly ___ Other (specify): _____		Base Pay _____ Rations _____ Flight / Hazard _____ Clothing _____ Overseas or _____ Combat _____
<b>PRESENT POSITION</b>			
<b>PROBILITY OF CONTINUED EMPLOYMENT</b>	<b>Year to Date Earnings</b>	<b>Past Year Earnings</b>	Pro Pay _____ Other (specify) _____
<b>IS CONTINUANCE LIKELY FOR:</b>	Base Pay _____	Base Pay _____	
<b>OVER TIME</b> ___ Yes ___ No	Overtime _____	Overtime _____	
<b>BONUS</b> ___ Yes ___ No	Commission _____	Commission _____	
	Tips _____	Tips _____	
	Bonus _____	Bonus _____	
<b>NUMBER OF HOURS WORKED PER WEEK:</b>	<b>ANTICIPATED INCREASE OR DECREASE IN NEXT 12 MONTHS:</b>		<b>ANTICIPATED OVERTIME IN NEXT 12 MONTHS:</b>

**PART 3 - EMPLOYER INFORMATION**

Federal statutes provide civil and criminal penalties for any person who knowingly makes false or fraudulent statements or representations to a government agency or officers with the intention of influencing any action by such agency or officer.

<b>PRINTED NAME:</b>	<b>TITLE:</b>	<b>PHONE NUMBER:</b>
<b>SIGNATURE:</b>	<b>DATE:</b>	<b>FAX NUMBER:</b>

REQUEST FOR VERIFICATION OF EMPLOYMENT

APPLICANTS: PLEASE COMPLETE ONLY SECTIONS 1, 6, AND 7

PART 1 - REQUEST

1. TO: (Employers Name & Mailing Address)	2. FROM: Rural Nevada Development Corp. 1320 E. Aultman Street Ely, NV 89301	
3. I certify that this verification has been sent directly to the employer and has not passed through the hands of the applicant or any other interested party.  _____ Signature of RNDC Representative	4. TITLE:  Housing Assistant	5. DATE:
6. NAME AND ADDRESS OF APPLICANT:	7. SOCIAL SECURITY NUMBER: _____  SIGNATURE: _____  I have applied for a mortgage loan or a rehabilitation loan and stated that I am employed by you. My signature above authorizes verification of my employment.	

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DATE OF EMPLOYMENT	CURRENT BASE PAY	MILITARY PERSONNEL										
PRESENT POSITION	\$ _____ ___ Annual ___ Monthly ___ Hourly ___ Weekly ___ Other (specify): _____	Base Pay _____ Rations _____ Flight / Hazard _____ Clothing _____ Overseas or _____ Combat _____										
PROBILITY OF CONTINUED EMPLOYMENT	Year to Date Earnings      Past Year Earnings	Pro Pay _____ Other (specify) _____										
IS CONTINUANCE LIKELY FOR:  OVERTIME    ___ Yes ___ No  BONUS        ___ Yes ___ No	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Base Pay _____</td> <td style="width:50%;">Base Pay _____</td> </tr> <tr> <td>Overtime _____</td> <td>Overtime _____</td> </tr> <tr> <td>Commission _____</td> <td>Commission _____</td> </tr> <tr> <td>Tips _____</td> <td>Tips _____</td> </tr> <tr> <td>Bonus _____</td> <td>Bonus _____</td> </tr> </table>	Base Pay _____	Base Pay _____	Overtime _____	Overtime _____	Commission _____	Commission _____	Tips _____	Tips _____	Bonus _____	Bonus _____	
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PRINTED NAME:	TITLE:	PHONE NUMBER:
SIGNATURE:	DATE:	FAX NUMBER:

SEE PRIVACY ACT NOTICE AT END OF APPLICATION

## AUTHORIZATION TO RELEASE INFORMATION

I have applied for or obtained a loan or grant from Rural Nevada Development Corporation (RNDC). As part of the process, RNDC may verify information contained in my request for assistance and in other documents required in connection with the request.

I authorize you to provide to RNDC for verification purposes the following applicable information:

- Past and present employment or income records.
- Bank account, stock holdings, and any other asset balances.
- Past and present landlord references.
- Other consumer credit references.

If the request is for a new loan or grant, I further authorize RNDC to order a credit report and verify other credit information.

I understand that under the Right to Financial Privacy Act of 1978, 12 U.S.C. 3401, et seq., RNDC is authorized to access my financial records held by financial institutions in connection with the consideration or administration of assistance to me. I also understand that financial records involving my loan and loan application will be available to RNDC without further notice or authorization, but will not be disclosed or released by RNDC to another Government agency or department or used for another purpose without my consent except as required or permitted by law.

The information RNDC obtains is only to be used in the processing of my request for assistance.

**A copy of this authorization may be accepted as an original.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SEE PRIVACY ACT NOTICE AT END OF APPLICATION**

## NOTICE TO APPLICANT REGARDING PRIVACY ACT INFORMATION

Disclosure of information requested is voluntary. However, failure to disclose certain items of information requested, including your Social Security Number or Federal Identification Number, may result in a delay in the processing of an application or its rejection. Information provided may be used outside of the agency for the following purposes:

1. When a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto, disclosure may be made to the appropriate agency, whether Federal, foreign, state, local, or tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation, or order issued pursuant thereto, if the information disclosed is relevant to any enforcement, regulatory, investigative, or prosecutive responsibility of the receiving entity.
2. A record from this system of records may be disclosed to a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
3. Disclosures may be made of names, home addresses, social security numbers, and financial information to business firms in a trade area that by chattel or crops or sell them for commission. This is in order that the agency may benefit from the purchaser notification provisions of section 1324 of the Food Security Act of 1985 (7 U.S.C. 163(c)). The Act requires that potential purchasers of farm commodities must be advised ahead of time that a lien exists in order for the creditor to perfect its lien against such purchases.
4. Disclosures may be made from this system to consumer reporting agencies as defined in the Fair Credit Reporting Act (15 U.S.C. 1681a(f)) or the Federal Claims Collection Act (31 U.S.C. 3701(a)(3)).
5. Disclosure of the name, home address, and information concerning default on loan repayment when the default involves a security interest in tribal allotted or trust land. Pursuant to 41 U.S.C. 1479(d), liquidation may be pursued only after offering to transfer the account to an eligible tribal member, the tribe, or the Indian Housing Authority serving the tribe(s).
6. Referral of names, home addresses, social security numbers, and financial information to a collection or servicing contractor, financial institution, or a local, State, or Federal agency, when the agency determines such referral is appropriate for servicing or collecting the borrower's account or has provided for in contracts with servicing or collection agencies.
7. It shall be a routine use of the records in this system of records to disclose them in a proceeding before a court or adjudicative body, when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the agency has agreed to represent the employee; or (d) the United States is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation, provided,; however, that in each case, the agency determines that disclosure of the records is a use of the information contained in the records that is compatible with the purpose for which the agency collected the records.
8. Referral of name, home address, and financial information for selected borrowers to financial consultants, advisors, lending institutions, packagers, agents and private or commercial credit sources, when the agency determines such referral is appropriate to encourage the borrower to refinance their RNDI indebtedness as required by title V of the Housing Act of 1949, as amended (42 U.S.C. 1471).
9. Referral of legally enforceable debts to the Department of the Treasury, Internal Revenue Service (IRS), to be offset against any tax refund that may become due the debtor for the tax year in which the referral is made, in accordance with the IRS regulations and under the authority contained in 31 U.S.C. 3720A.
10. Referral of information regarding indebtedness to the Defense Manpower Data Center, Department of Defense, and the United States Postal Service for the purpose of conducting computer matching programs to identify and locate individuals receiving Federal salary or benefit payments and who are delinquent in their repayment of debts owed to the U.S. Government under certain programs administered by the agency in order to collect debt under the provisions of the Debt Collection Act of 1982 (5 U.S.C. 5514) by voluntary repayment, administrative or salary offset procedures, or by collection agencies.
11. Referral of names, home addresses, and financial information to lending institutions when the agency determines the individual may be financially capable of qualifying for credit with or without a guarantee.
12. Disclosure of names, home addresses, social security numbers, and financial information to lending institutions that have alien against the same property as the agency for the purpose of the collection of the debt by the agency or the other lender. These loans can be under the direct and guaranteed loan programs.
13. Referral to private attorneys under contract with either the agency or with the Department of Justice for the purpose of foreclosure and possession actions and collection of past due accounts, in connection with the agency.
14. It shall be a routine use of the records in this system of records to disclose them to the Department of Justice when: (a) The agency or any component thereof; or (b) any employee of the agency in his or her official capacity where the Department of Justice has agreed to represent the employee; or (c) the United States Government, is a party to litigation or has an interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
15. Referral of names, home addresses, social security numbers, and financial information to the Department of Housing and Urban Development (HUD) as a record of location utilized by Federal agencies for an automatic credit prescreening system.
16. Referral of names, home addresses, social security numbers and financial information to the Department of Labor, state wage information collection agencies, and other Federal, state and local agencies, as well as those responsible for verifying information furnished to qualify for Federal benefits, to conduct wage and benefit matching through manual or automated means, for the purpose of determining compliance with Federal regulations and appropriate servicing actions against those not entitled to program benefits, including possible recovery of improper benefits.
17. Referral of names, home addresses, and financial information to financial consultants, advisors, or underwriters, when the agency determines such referral is appropriate for developing packaging and marketing strategies involving the sale of agency loan assets.