



Anoka County Housing and  
Redevelopment Authority



## Anoka County Rehabilitation Loan Program (RLP) Application Packet

Dear Program Participant:

Thank you for your interest in Anoka County Community Development's Rehabilitation Loan Program. The RLP provides deferred loan financing to income-eligible homeowners needing to rehabilitate their existing residential housing for the purpose of improving health, safety and livability.

The RLP provides an interest free, deferred rehabilitation loan for eligible homeowners of single-family homes in Anoka County. Maximum loan amount is \$24,999. The loan is partially forgiven (50%) after the Borrower remains a primary resident in the home for the number of years specified in the Repayment Note. If the Borrower sells, transfers title, or ceases to occupy the property as his/her Primary Residence during the loan term, the loan will become immediately due and payable. Homeowners are allowed only one CDBG loan. If you have previously received funds, you will not be eligible to receive additional funding.

Potential participants must complete the attached loan application.

In order for your application to be reviewed, all attached forms must be completed and required documentation must be submitted. **Complete applications will be reviewed on a first come, first served basis. Any missing or incomplete information will delay the process.** Please **do not submit original documents** with your application as they will not be returned to you.

Please read all sections carefully. Submit completed applications and required documents to:

Stephanie Nwaudo  
Anoka County Community Development  
2100 Third Avenue, Suite 700  
Anoka, MN 55303  
763-324-405  
[Stephanie.Nwaudo@co.anoka.mn.us](mailto:Stephanie.Nwaudo@co.anoka.mn.us)  
[www.AnokaCounty.us/CD](http://www.AnokaCounty.us/CD)

# Anoka County CDBG Rehabilitation Loan Program (RLP) At a Glance

<b>Allowable Property Types</b>	Properties must be owner-occupied, located in Anoka County and must be one of the following: <ul style="list-style-type: none"> <li>• Single-family detached homes, duplex, condominium unit (in which the borrower occupies at least one unit) or townhome. <i>Mobile Homes or properties located in a flood zone are not eligible for this program (Mobile Homes may qualify under the MN Housing Loan Program)</i></li> </ul>																		
<b>Mortgage Status, Real Estate Taxes</b>	Applicant must be current on mortgage loan payments and up to date on real estate taxes. <b>Applicant must not have a reverse mortgage and must meet equity requirements based upon county property tax value or current property appraisal.</b>																		
<b>Borrower Age and Co-Signers</b>	Borrower must be eighteen (18) years of age or older or have been declared emancipated by a court having jurisdiction. Co-signers ARE NOT allowed on Rehabilitation loans.																		
<b>Ownership Interest</b>	Borrowers must have clear title to the subject property and will be verified by a title search conducted by Anoka County. For additional information about ownership interest, contact the Anoka County Community Development Department.																		
<b>Maximum Borrower Income</b>	<p>Applicant must meet RLP income requirements, as set by the Federal Government. Household annual income maximum based on household size, and income level, <span style="background-color: yellow;">effective 7/01/2020.</span></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">HH Size</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Gross Income</td> <td>\$54,950</td> <td>\$62,800</td> <td>\$70,650</td> <td>\$78,500</td> <td>\$84,800</td> <td>\$91,100</td> <td>\$97,350</td> <td>\$103,650</td> </tr> </tbody> </table> <p>If Borrower's gross annual income is zero or a negative amount, the Borrower is ineligible for financing. Borrower cannot have assets exceeding \$25,000. Examples of assets include checking/savings accounts, bonds, stocks, money market, cash, boats, RV's, real estate other than your home and any retirement accounts or investments.</p>	HH Size	1	2	3	4	5	6	7	8	Gross Income	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650
HH Size	1	2	3	4	5	6	7	8											
Gross Income	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650											
<b>Assistance Loan Rates and Terms</b>	Maximum loan amount is \$24,999, the loan is partially forgiven (50%) after the Borrower remains a primary resident in the home for the number of years specified in the Repayment Note. If the Borrower sells, transfers title or ceases to occupy the property as his/her primary residence during the loan term, the loan will become immediately due and payable.																		
<b>Eligible Improvements</b>	Improvements to rehabilitate an existing residential single-family home for the purpose of <u>improving health, safety and livability</u> . Product upgrades are not allowed; industry average or products defined as mid-level or builder's grade.																		
<b>CDBG Rehabilitation Requirements</b>	Construction work must be completed by a licensed contractor, with applicable permits and inspections completed. Use of local general contractors is encouraged. A home inspection must be completed prior to final loan approval to determine condition of home and needed repairs. Construction/repairs on the home must be completed within 90-120 days of loan closing.																		
<b>Other</b>	<b>Applications are reviewed on a first come, first served basis.</b> Applications must be complete before the review process will begin. Borrowers may NOT receive any cash back. A credit report or credit check WILL NOT be conducted and IS NOT REQUIRED.																		
<b>Borrower Occupancy Requirement</b>	Borrower must have owned the property and resided in the property as his/her primary residence for at least six (6) months prior to applying (some exclusions apply). The Borrower must continue to own and regularly reside in the property as his/her Primary Residence during the term of the loan.																		
<b>Contact Information</b>	Stephanie Nwaudo Homeowner Rehabilitation Specialist      Stephanie.Nwaudo@co.anoka.mn.us 763-324-4606																		

## Homeowner Information

Full Name of Applicant/Head of Household

Full name of Co-Applicant

Relationship to Applicant: \_\_\_\_\_

Social Security Number

Social Security Number

U.S. Citizen    Legal Permanent Resident

U.S. Citizen    Legal Permanent Resident

Marital Status

Marital Status

Married  
 Unmarried (widowed, single, or divorced)

Married  
 Unmarried (widowed, single, or divorced)

Current Address

Current Address

Phone Number (home): (   )

Phone Number (home): (   )

Alternate Phone: (   )

Alternate Phone: (   )

Email:

Email:

Name of Employer:

Name of Employer:

Estimated Gross Monthly Income: \$ \_\_\_\_\_

Estimated Gross Monthly Income: \$ \_\_\_\_\_

Occupation:

Occupation:

Number of Years with Employer: \_\_\_\_\_

Number of Years with Employer: \_\_\_\_\_

## Household Information

List the names of all individuals who will reside in the household in addition to the Applicant and Co-Applicant

Name	Birthdate	Relationship to Applicant/Co-Applicant	Student (Yes or No)	Social Security Number	Income (Yes or No)
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				
	/ /				

\_\_\_\_\_/\_\_\_\_\_  
Applicant initial(s)

## General Documentation - Required

- Original signatures and full application to be submitted with all required attachments.** Faxed or scanned applications will not be accepted.
- Copy of applicant(s) photo identification
- Copy of applicants(s) Social Security Card and/or Permanent Resident Card
- Copy of W2 forms for the last 3 years for every member of the household
- Copy of tax returns for the last 2 years for all household members
- Copy of up-to-date mortgage statement
- Copy of up-to-date homeowner's insurance certificate

## Income Documentation - Required

Do **NOT** submit originals.

Has any member of the household 18 years and older received, or is expected to receive in the next 12 months, the following:  
**(Three (3) months of documentation must be submitted if any are selected)**

- Wages, salaries, overtime pay, commissions, fees, tips, bonuses, or other compensation
- Income or gain from CD's, money market accounts, brokerage accounts, stocks, bonds, or Treasury Bills
- Periodic payments from Social Security, disability/death benefits, pensions, retirement funds, annuities, insurance policies, or similar types of periodic benefits payments
- Payments in lieu of earnings, such as unemployment and disability compensation, workers compensation or severance pay
- Welfare assistance or TANF benefits
- Child support, spousal support/alimony, or regular contribution or gifts from persons not residing in the household including scholarships, parental gifts for tuition, etc.
- Revocable trust
- Lump sum payment or receipt of inheritances, capital gains, lottery winnings, victims' restitution or insurance settlements
- Real estate other than the primary residence or other capital investments

Does any member of the household have any of the following:

**Documentation must be submitted if any are selected**

- Checking account – **6 months of statements required**
- Savings account – **6 months of statements required**
- Retirement, pension, IRA, Keogh fund accounts – **current statement**
- Life insurance policy available before death (whole or universal life insurance) **current statement**
- Holding of personal property as an investment - **current statement**
- Mortgage or deed of trust - **current statement**
- Interest or payments from Indian Land Trust(s) - **current statement**

Applicant initial(s)

\_\_\_\_\_ / \_\_\_\_\_

## Conflict of Interest Provision

The conflict of interest provision of the federal program applies to any individual, business, or private entity receiving federal assistance, who has any family, business, contract or subcontract ties to: an employee, agent, consultant, officer, or elected official or appointed official of Anoka County, CDBG/NSP designated public agencies, or subrecipients that are receiving funds for their tenure or for one year after. If there are questions in regards to your participation with this program all information needs to be disclosed and Anoka County will work HUD to determine your eligibility. If it is later found that a conflict of interest occurred and was not reported, the loan balance will immediately become due and payable.

- No conflict of interest exists  
 Yes, there is a conflict or potential conflict of interest. That relationship is as follows:

## Walk-Away Policy

The walk-away policy will be instituted by the Anoka County HRA when it is determined that it is not economically feasible or possible to bring the unit up to Minnesota Housing Finance Agency's (MHFA) Single Family Rehabilitation Standards (SFRS) and Lead Based Paint standards. The purpose of the "walk-away" policy is to prevent investment in a home which is so deteriorated that compliance with the SFRS and Lead Based Paint standards cannot be achieved within the maximum allowable funding level.

If a property is offered for bid twice and no acceptable bid is received, or if the housing inspector confirms that the property cannot feasibly be rehabilitated to SRFS and Lead Based Paint standards, within the maximum allowable funding level, Anoka County HRA may elect to "walk-away" from that property and take no further action regarding its renovation. The property owner will be notified in writing in a timely manner.

## Improvements – Related to Health, Safety & Livability

Please check items to be considered for improvement:

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Replace/repair roof | <input type="checkbox"/> Replace furnace      | <input type="checkbox"/> Insulation           | <input type="checkbox"/> Windows/doors            |
| <input type="checkbox"/> Soffits and fascia  | <input type="checkbox"/> Replace water heater | <input type="checkbox"/> Handrails            | <input type="checkbox"/> Electrical               |
| <input type="checkbox"/> Siding              | <input type="checkbox"/> Plumbing             | <input type="checkbox"/> CO & Smoke detectors | <input type="checkbox"/> Other, please list below |
- Other:

For rehabilitation of an existing single family residential home for the purpose of improving health, safety and livability.

\_\_\_\_\_/\_\_\_\_\_  
Applicant initial(s)

## Government Monitoring

The information being requested below is for determining compliance with federal equal credit opportunity, fair housing and home mortgage disclosure law. You are not required to furnish this information, but are encouraged to do so. The law provides that a Lender may not discriminate on the basis of this information, or on whether you choose to furnish the information. If you choose not to furnish this information and you have made the application in person, we are required to note ethnicity, race and sex on the basis of visual observation or surname. Please check below if you choose not to furnish this information.

Date of Application: \_\_\_\_\_

Applicant	Co-Applicant
<b>Applicant Name:</b>	<b>Co-Applicant Name:</b>
<input type="checkbox"/> I do not wish to furnish this information	<input type="checkbox"/> I do not wish to furnish this information
<b>Ethnicity: (select only one)</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	<b>Ethnicity: (select only one)</b> <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>Race: (select one or more)</b> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaska Native & Black/African American <input type="checkbox"/> Other Multi Racial	<b>Race: (select one or more)</b> <input type="checkbox"/> White <input type="checkbox"/> Black/African American <input type="checkbox"/> Asian <input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> American Indian/Alaska Native & White <input type="checkbox"/> Asian & White <input type="checkbox"/> Black/African American & White <input type="checkbox"/> American Indian/Alaska Native & Black/African American <input type="checkbox"/> Other Multi Racial

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Signature

### This Section for Anoka County's Use Only

Application received by:  Mail  Face-to-face Interview  Telephone

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

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## Data Privacy

### COMBINED TENNESSEN WARNING AND NOTICE OF RIGHTS CONCERNING THE INFORMATION YOU SUPPLY TO ANOKA COUNTY COMMUNITY DEVELOPMENT

In accordance with the Minnesota Government Data Practices Act (“MGDPA”), Anoka County (“County”) is required to inform you of your rights as they pertain to private information collected from you. Private data, such as financial information and social security numbers, are information held by the county that is available to you, but not to the public.

The private data collected from you, or from other agencies or individuals authorized by you, is used to determine your eligibility for the Housing Rehabilitation Loan Programs (CDBG or MN Housing) from Anoka County. These are voluntary programs. You are not required to provide information relating to your marital status, race, ethnicity, or citizenship, but it is requested for federal reporting, statistical information and monitoring purposes. All other information is required to determine your eligibility for assistance from the county. If you choose not to supply the required information, Anoka County will not be able to determine your eligibility for these programs.

The dissemination and use of private data the County collects is limited to that necessary for the administration and management of the County’s Housing Rehabilitation Loan Programs. Persons or agencies with whom this information may be shared are:

1. Anoka County personnel and volunteers involved in administering the Housing Rehabilitation Loan Programs;
2. Authorized personnel from the Minnesota Housing Finance Agency;
3. Federal, state, local and contracted auditors;
4. Law enforcement personnel in the case of suspected criminal activity;
5. Those individuals or agencies to which you give your express written permission for release of information;
6. Contractors who provide services to you; and,
7. Appropriate person in an emergency.

Unless otherwise authorized by state or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the MGDPA. Those rights include:

1. The right to see and obtain copies of the data maintained on you.
2. The right to be told the contents and meaning of the data.
3. The right to contest the accuracy and completeness of the data.

I have read and understand the above information regarding my rights relative to the collection of personal data for government programs.

#### **Taxpayer Consent**

I understand, acknowledge, and agree that the Lender and Other Loan Participants can obtain, use, and share tax return information for purposes of (i) providing an offer; (ii) originating, maintaining, managing, monitoring, servicing, selling, insuring, and securitizing a loan; (iii) marketing; or (iv) as otherwise permitted by applicable laws, including state and federal privacy and data security laws. The Lender includes the Lender’s affiliates, agents, service providers and any of aforementioned parties’ successors and assigns. The Other Loan Participants includes any actual or potential owners of a loan resulting from your loan application, or acquires of any beneficial or other interest in the loan, any mortgage insurer, guarantor, any services or service providers for these parties and any of aforementioned parties’ successor and assigns.

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Applicant

Date

Co-Applicant

Date

**PARTICIPANT SURVEY – Effective 06/28/2019**

Please complete the entire form and supply the requested information or circle the correct item as it applies to you.  
See attached HUD Definitions for clarification of terms: Female Head of Household, Senior, Severely Disabled and Youth.

Participant Name: \_\_\_\_\_ (Please Print) Total Number in Household: \_\_\_\_\_

Please circle the appropriate selection: **Sex:** Female Male  
**Age:** 18 and under (youth) 19-30 31-61 62 or older (senior)  
**Hispanic:** Yes No

Circle one: **Single Race** or **Multi-Race** or **Other**  
White American Indian and White  
Black / African American Asian and White  
Asian African American and White  
American Indian or Alaska Native American Indian and African American  
Native Hawaiian or Pacific Islander

**Are you Homeless?** Yes No

**Female Head of Household:** Yes No  
(Definition: a married or unmarried female who maintains a household for a dependent or non-dependent relative, and provides more than half of the dependent's financial support.)

**Are you Severely Disabled?** Yes No **If yes, describe:** \_\_\_\_\_

**Income Information:** Circle family size (total number in household including foster children) then, without changing rows, Circle the amount listed to the right of the "family size" column that includes your total household income.

Family Size	Income Categories			
	Very Low	Low	Moderate	Over Income
1 →	\$21,000 or below	\$21,001 thru \$35,000	\$35,001 thru \$52,850	\$52,851 or above
2 →	\$24,000 or below	\$24,001 thru \$40,000	\$40,001 thru \$60,400	\$60,401 or above
3 →	\$27,000 or below	\$27,001 thru \$45,000	\$45,001 thru \$67,950	\$67,951 or above
4 →	\$30,000 or below	\$30,001 thru \$50,000	\$50,001 thru \$75,500	\$75,501 or above
5 →	\$32,400 or below	\$32,401 thru \$54,000	\$54,001 thru \$81,550	\$81,551 or above
6 →	\$34,800 or below	\$34,801 thru \$58,000	\$58,001 thru \$87,600	\$87,601 or above
7 →	\$39,010 or below	\$39,011 thru \$62,000	\$62,001 thru \$93,650	\$93,651 or above
8 →	\$43,430 or below	\$43,431 thru \$66,000	\$66,001 thru \$99,700	\$99,701 or above
More than 8	Talk to agency staff for help in determining income category for your household.			

I certify that the information on this form is accurate and complete. I authorize ( \_\_\_\_\_ / Anoka County) to verify the information provided if necessary.

\_\_\_\_\_  
Signature of Participant Agency Name Date

Warning: Section 1001 of Title 18 of U.S. Code makes it a criminal offense to make false statements or misrepresentations to any Department or Agency of the U.S. as to matters within its jurisdiction.

All information you provide about you and your family household is considered private data as defined by the Minnesota Government Data Practices Act. We will use your private data only as it is required for the administration and management of this program.

**HUD Definitions**

**Female Head of Household:** a married or unmarried female who maintains a household for a dependent, or non-dependent relative, and provides more than half of the dependent's financial support.

**Senior:** a person 62 years or older.

**Severely Disabled:** If you

- 1) use a wheel chair or another special aid for 6 months or longer; or,
- 2) are unable to perform one or more functional activities (seeing, hearing, having one's speech understood, lifting and carrying, walking up a flight of stairs, and walking), or need assistance with activities of daily living (getting around inside the home, getting in or out of bed or a chair, bathing, dressing, eating or toileting) or instrumental activities of daily living (going outside the home, keeping track of money or bills, preparing meals, doing light housework and using the telephone); or
- 3) are prevented from working at a job or doing housework; or,
- 4) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility, dementia or mental retardation; or,
- 5) are under 65 years of age and are covered by Medicare or receive Supplemental Security Income (SSI).

**Youth:** a person 17 years or younger.

**For Agency use only:**

(Participant does not complete)

**Income determination for households of more than 8 members:**

Per HUD, family sizes in excess of 8 persons are calculated by adding eight percent (8%) of the four-person income limits for each additional family member. So:

- 9-person household should be 140% of the 4-person limit;
- 10-person household should be 148% of the 4-person limit;
- 11-person household should be 156% of the 4-person limit;
- 12-person household should be 164% of the 4-person limit; and so on.

If conflicting information is provided on Survey form, please explain here:

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All information you provide about you and your family household is considered private data as defined by the Minnesota Government Data Practices Act. We will use your private data only as it is required for the administration and management of this program.

# Authorization to Release Information

I have applied for a loan or grant through Anoka County Community Development. As part of the application process, employees of Anoka County may verify information contained in my/our loan application and in other documents required in connection with the loan, including, but not limited to employment history, income; bank, money market and other financial account balances; credit history; copies of income tax returns and property information.

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

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<b>Applicant (Print Name)</b>	<b>Social Security Number</b>	<b>Date</b>
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**Signature**

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<b>Co-Applicant (Print Name)</b>	<b>Social Security Number</b>	<b>Date</b>
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**Signature**

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## Subordination Disclosure

**If you decide to refinance your home mortgage, review the information below carefully and contact Anoka County.**

Anoka County's rehab lien is, by state law, considered a "special mortgage" and, as such, the homeowner may be required to attend debt counseling as part of the refinance process.

The County records liens on property according to the date they were filed. The older the date the higher the payoff position. Usually, the primary mortgage is in 1st position, the next lien in order of date is in 2nd position, and so on. If you chose to sell or refinance your property, whatever is left over after payment of all liens on the property is considered "equity" for the homeowner.

All lenders want to be in the highest payoff position possible because they have a better chance of being fully repaid. As a result, the lender you use to refinance your current mortgage a home equity loan may approach the holder of your existing lien (in this case, Anoka County) to request that they subordinate, or allow the new loan to take a higher payoff position than the county's existing lien. For Anoka County to agree to subordinate, certain requirements as noted below must be met.

1. **Subordination Requests** - Requests for subordination of an Anoka County lien will be considered after the lender has completed and submitted a Subordination Request form (Anoka County will provide upon request) which includes the following:
  - a. The reason for the subordination.
  - b. Info on all active loan(s) including: current balance, term, interest rate and whether the rate is fixed or adjustable.
  - c. The amount of the new loan, the term, interest rate and whether the rate is fixed or adjustable.
  - d. The full name of the lending institution as it would appear on the subordination, if granted.
  - e. A copy of the prepared title work which shows any other lien/s secured by the property.
  - f. A copy of the current property appraisal.
  - g. A copy of the Loan and Settlement Costs Estimate signed and dated by the applicant/s.
  - h. Income verification.
  - i. Upon closing, submit a completed Closing Disclosure Statement signed by applicant/s.
2. **Approved Costs and Liens**
  - a. Borrowers shall be allowed to include reasonable closing costs and settlement costs to the extent typical in the industry for a new mortgage.
  - b. Only existing mortgages that were originated prior to the Anoka County Lien/Mortgage may be included in the new mortgage.
3. **Denial of Subordination Requests** - Anoka County will not subordinate its lien/mortgage in situations including, but not limited to:
  - a. The proposed mortgage does not conform to current State of Minnesota lending practices as regulated by Minnesota Statutes 58 et seq.
  - b. Mortgages using more than 40% of the gross monthly household income towards P.I.T.I (primary, interest, taxes & insurance). If taxes and insurance are not included in the monthly mortgage payment, Anoka County will divide annual costs by 12 months and add to the proposed monthly payment to determine payment to income ratio.
  - c. If the annual household income exceeds 80% of the area median income.
  - d. The borrower is receiving any cash back from the mortgage company or other sources as part of the refinance.
  - e. The funds secured by the proposed new mortgage are being provided for consolidation of mortgages and/or payoff of personal debt of the borrower (or another) incurred after the county's lien/mortgage.
  - f. The borrower is delinquent, or in arrears, on payment of their real estate taxes, federal or state income tax, or bankruptcy payments.
  - g. The county's payoff position moves to 3rd or lower than it currently is.

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- h. **Anoka County will not subordinate its lien/mortgage to Reverse Mortgages, will not be subordinated. Home Equity, Line of Credit and Home Improvement type of mortgages, Anoka County Down Payment Assistance and NSP Purchase Money Mortgages will not be subordinated.**

4. **Subsequent Subordination Requests** - Subordination requests are handled on a case-by-case basis. If a subordination is granted, only one per property will be allowed over the life of the loan.

5. **Processing Subordinations**

- a. Please allow a minimum of ten (10) working days for the county to process requests for subordinations. The 10-day minimum starts once the county has received the required documentation from the party requesting the subordination.
- b. Subordination requests will be processed by the Community Development department staff, who will then submit the request, with a recommendation for action, to the Division Manager. The Division Manager will approve or deny all requests for subordination.

6. **Satisfaction of Mortgage/Agreement**

If the property is being sold or if the subordination is denied and the client wants to continue the refinance, the county's lien must be paid in full. Upon request, the county will provide a payoff statement to the lender or title company. At closing, a payoff check should be cut and delivered to Anoka County. A Satisfaction of Agreement will be drafted and recorded on the property. The recorded Satisfaction of Agreement removes the existing Anoka County lien from the property.

I have read the Anoka County Subordination Policy and understand the requirements that apply should I choose to refinance or obtain a new mortgage on my property.

I understand what a Satisfaction of Mortgage/Agreement is and how it applies to me if I do not qualify for a subordination or choose to sell my home.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Signature Page

I/We hereby submit the information contained in the attached Application, tax returns, and other furnished documents to be considered for the Anoka County Rehabilitation Loan Program. I/We read, completed all forms in connection with this application. I/We understand that any discrepancy or omissions in the information I/we have provided may disqualify me/us from participation in the program. If such discrepancies or omissions are discovered after any loan is approved or granted to me/us, I/we understand that any outstanding loan balance may immediately become due and payable.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Co-Applicant Signature**

\_\_\_\_\_  
**Date**

*WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government.*