



Cumberland County Housing and Redevelopment Authorities Small Landlord Fund Application

Program Summary: CCHRA’s Small Landlord Fund (SLF) will be used to help fund the conversion and/or preservation of existing affordable rental housing in Cumberland County by providing low-interest loan rates to landlords with a need to renovate 10 or fewer affordable housing units. Participating landlords must agree to rent said renovated units to either a Housing Choice Voucher holder or to households earning 80% or less of Cumberland County’s Area Median Income (AMI).

Application Fee: The program requires a \$100 application fee. Checks may be made payable to the Redevelopment Authority of the County of Cumberland.

Household Size	30% AMI	50% AMI	80% AMI
1	\$19,850	\$33,050	\$52,850
2	\$22,650	\$37,750	\$60,400
3	\$25,500	\$42,450	\$67,950
4	\$28,300	\$47,150	\$75,450
5	\$32,470	\$50,950	\$81,500
6	\$37,190	\$54,700	\$87,550
7	\$41,910	\$58,500	\$93,600
8	\$46,630	\$62,250	\$99,600

Source: Department of Housing and Urban Development, FY 2022 Income Limits for Harrisburg-Carlisle, PA MSA (April 2022)

Loan Terms: Landlords may renovate up to 10 units, up to \$20,000 per unit. The total project loan may not exceed \$100,000. The interest rate for SLF loans is 2%. Deed restriction or restrictive covenant for the life of the loan will apply even if principle is paid early. The Borrower must not have any outstanding city, school, or county real estate taxes. Loan preparation fees and recording fees are the responsibility of the borrower.

Loan Amount	Loan Term
\$1,000 - \$50,000	Maximum loan term is 10 years
\$50,001 - \$100,00	Maximum loan term is 15 years

Eligibility Checklist

Check all that apply:

- Property owned by applicant
- Property now currently owned by applicant, but option agreement in place for purchase within 90 days
- Property located within Cumberland County
- Owns 10 units or less
- Currently participating or will participate in Housing Choice Voucher Program
- Not currently participating in Housing Choice Voucher Program, but renting to households at or below 80% AMI
- Has recently failed Housing Quality Standards Report

Required Documents Checklist

Note: All documents listed must be received for application to be considered.

- Previous two years of IRS Tax Returns – Include form 1040 Schedule E showing rental income
- Photos of Project
- Proof of Homeowner's Insurance Policy
- Current Lease of Occupancy (if applicable)
- Copy of Housing Quality Standards Report (if applicable)
- Property Tax Receipts for application year
- Deed
- Construction Bid(s) – total not exceeding per unit/project max
- List of all properties owned in Cumberland County with number of units in each

If you have any questions or need assistance completing this application, please contact:

Mary Kuna, Executive Director

mkuna@cchra.com

(717) 249-0789 x118



Applicant and Property Information

Applicant Name:	
Mailing Address:	
E-Mail Address:	
Phone Number:	
Social Security Number:	

Note: Small Landlord Fund Loans may be used on projects of 10 units or less.

Project Unit	Address	Number of Bedrooms	Currently Occupied?	If Occupied, Current Monthly Rent	Utilizes Housing Choice Voucher?
1			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
2			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
3			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
4			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
5			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
6			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
7			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
8			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
9			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
10			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No



Note: For the following section, complete a brief write-up of work to be completed on each project based on the Project Unit number from the chart above. Attach copies of Scope of Work, Cost Estimates, Contractor Bids, etc. Borrowers must hire a licensed and insured contractor and provide proof of permits as necessary.

Project Unit	Address	Proposed Improvements	Anticipated Total Cost for Proposed Improvements – Not to Exceed \$20,000 Per Unit
1			
2			
3			
4			
5			
6			
7			
8			



HOUSING & REDEVELOPMENT AUTHORITIES
OF CUMBERLAND COUNTY

Better Places, Better Lives

9			
10			
Total Costs for Proposed Improvements (Not to Exceed \$100,00):			\$

Please provide any additional information that may be helpful to your application (i.e. ownership status/history, recent improvements, future plans, etc):



Income Information

Present Employer:
Address:
Telephone:
Position Held/Years There:
Previous Employer (If less than 2 years):
Address:
Telephone:
Position Held/Years There:

Monthly Gross Income Including All Related Business Entities:	
Other Income Sources & Amounts:	
Total Monthly Income:	

Mortgage Details - Include all properties owned by Applicant (even if not submitted for loan funds) and related Business Entities, not limited to project limits.

Address	Name of Bank	Original Mortgage Amount	Unpaid Balance	Monthly Payment	Is this Applicant's primary residence? <input type="checkbox"/> Yes <input type="checkbox"/> No	If not owner-occupied, monthly rental income
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	



Installment Debts – Show all banks/credit unions and finance companies from which you have borrowed, or you are authorized to use.

Creditor – Address/Account Number	Original Amount	Unpaid Balance	Monthly Payment
TOTALS			



Conflict of Interest Disclosure

All applicants for Cumberland County Housing and Redevelopment Authorities (CCHRA) loan programs are required to disclose if they are employees of or are related to employees of CCHRA. If you are a CCHRA employee or are related to a CCHRA employee, CCHRA must obtain a conflict of interest waiver from its Board of Directors.

Name: _____

Please indicate the following condition that applies:

- I am not an employee of and am not related to an employee of CCHRA
- I am an employee of CCHRA
- I am related to an employee of CCHRA _____ (Name)

Please indicate the relationship: _____

I acknowledge and agree that any misrepresentation contained in this Conflict of Interest Disclosure may result in the cancellation of my loan application or, is the misrepresentation is discovered after the loan is made, I may be required to repay the loan in full on demand.

Borrower's Signature: _____

Date: _____



Application Review and Signature

Everything that I have stated in this application is correct to the best of my knowledge. I understand that CCHRA may retain this application whether or not it is approved. By signing this application, I also agree that CCHRA is able to run a credit and background check.

Prepared by: _____

Title: _____

Phone: _____

Fax: _____

Date: _____

Return this completed application and \$100 application fee to:

Mary Kuna, Executive Director
Cumberland County Housing and Redevelopment Authorities
114 N Hanover Street
Carlisle, PA 17013

mkuna@cchra.com
(717) 249-0789 x118