



Multifamily Energy Efficiency Improvement Funding Application Form

Note: Information about the Maryland Multifamily Energy Efficiency Improvement Funding Rental Program can be found at

<http://dhcd.maryland.gov/HousingDevelopment/Pages/EnergyEfficiencyWeatherization.aspx>

Please consult the program information web link before completing this application form.

Application must be completed in its entirety		
1. Contact Information for Person Completing this Application on Behalf of the Sponsor		
Name:		
Telephone:	Cell Phone:	Title:
Email:		
2. Information about the Sponsor		
Legal Name of Sponsor :		
Legal Structure (check one): <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non Profit Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other:		
Business Address:		
City:	State:	Zip:
Main Telephone:	Main Fax:	Website:
Total Number of Residential Units Under Management::	State of Incorporation/Partnership:	
Is the Sponsor or any of its officers involved in any regulatory proceedings or other legal action, including lawsuits, with the State of Maryland or any other entity involving the business? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, explain:		
Has the Sponsor or any of its officers been involved in bankruptcy or insolvency proceedings? <input type="checkbox"/> No <input type="checkbox"/> Yes		
If yes, explain:		

3. Information about the Property and the Property Owner

Property Name:

Property Address:

City:

State:

County:

ZIP Code:

Property Owner: Legal Name:

FEIN:

Legal Structure (check one): For-Profit Corporation Non Profit Corporation Limited Partnership General Partnership
 Limited Liability Company Sole Proprietorship Other:

Property Owner's Business Address :

City

State:

Zip:

Main Telephone:

Main Fax:

Website:

Signature Block and Notice Address:

Property Information:

Year Building Built:

Date of Last Major Rehab:

Rehab Planned Over Next Five Years?: Yes No

Number of Floors:

Number of Buildings:

Building's Total Gross Square Footage: s.f.

Total Square Footage of Residential Units: s.f.

Total Square Footage of Common Areas and Other Spaces: s.f.

Total Number of Residential Units: _____

Number of Residential Units by Type: SRO: _____ Studio : _____ 1 BR: _____ 2 BR: _____ 3 BR: _____

4 BR: _____ Other: _____

Target Resident Population : Elderly Family Disabled Special Needs Other:

Occupancy Restrictions of Project (show number of units): _____ 30 % AMI _____ 31-40% AMI _____ 41%-50% AMI
 _____ 51%-60% AMI _____ 61-85% AMI

Utility Provider:

Electric _____

Account #: _____

Gas _____

Account #: _____

Oil _____

Account #: _____

Water _____

Account #: _____

Meter Set up:

Master Metered

Individual Metered

Mix Metered

Sub-Metered

Responsibility for Energy Costs:

Space Heating: included in rent Paid by tenants in separate utility accounts Other: Explain

Air Conditioning: included in rent Paid by tenants in separate utility accounts Other: Explain

Water Heating : included in rent Paid by tenants in separate utility accounts Other: Explain

Electricity : included in rent Paid by tenants in separate utility accounts Other: Explain

Has the property previously participated in any utility programs (i.e. Quick Home Energy Check-up, Smart Savers, Business Energy Solutions)?

Yes No Name of program: _____ Date Work Completed: _____

Work completed under this program:

4. Certification, Authorization and Signature

The undersigned (the "Sponsor") hereby certifies:

1. That she or he has the legal authority to sign this application on behalf of the Sponsor.
2. That the information contained in this Application and the attached Exhibits is complete, true and correct.
3. That the Sponsor agrees to notify the Maryland Department of Housing and Community Development (the Department) promptly of any material changes to the Application and the attached Exhibits.
4. That the Sponsor has read the Application Instructions and understands that as part of the underwriting process, the Department may require the Sponsor to submit additional documents involving the creditworthiness of the Sponsor and the Property, the financing of the proposed project, and the energy analysis needed to support the estimates of the energy savings that will result from the proposed project, The Applicant agrees to submit these additional materials in a timely manner when requested.
5. That the Applicant hereby authorizes the Department to make all inquiries it deems necessary to verify the accuracy of the Application and the attached Exhibits and to determine the Applicant's creditworthiness. The Applicant authorizes any individual, including the Sponsor's attorney and accountant, or any credit reporting agency, or any other entity, to furnish the Department with any information it possesses with respect to the Sponsor, the Property, this Application and the attached Exhibits.
6. In the event the funding is provided as a loan, an additional fee may apply.

Certified and Agreed To this day of , 20____.

Name:
Title

NOTE: A complete energy funding application package consists of the following:

- **One electronic copy of the completed application form.**
- **Required exhibits**

Applicants should email the complete application package to :

Email: MultifamilyEnergy.DHCD@Maryland.gov

Attention: Turia Cook

Maryland Department of Housing and Community Development

7800 Harkins Road

Lanham, MD 20706

Application Exhibits	
1.	Proof of affordability
2.	Organizational Documents (for all entities)
3.	Copy of commercial electric bill
Exhibits Required Before Closing	
4.	DHCD's MBE Form – forms can be located on the program website
5.	Resolutions from Awardee (authorized to enter into the Grant Agreement on the terms & conditions required by DHCD). Please note that the resolutions are different depending on which type of entity is producing the document. Please send a drafted WORD document of these forms prior to execution for legal review- forms can be located on the program website
6.	Incumbency Certificate - forms can be located on the program website
7.	Owner/Commercial Space Executed Customer Energy Usage Release Form
8.	Tenant Executed Customer Energy Usage Release Forms
9.	Contractor Licenses for each contractor
10.	Permits or signed statement that permits are not required
11.	Liability Insurance
12.	Property Insurance
13.	Certificate of Good Standing (must be dated within 30 days of the "closing" / execution of the loan/grant agreement