

SEWER CONSERVATION LOAN
RESIDENTIAL PROJECT APPLICATION

1. Applicant Name _____ Spouse Name _____
 Address _____
 City: _____ State: _____ Zip Code: _____
2. Soc. Sec # _____ Spouse Soc. Sec. # _____
3. Project Address (if different): _____
4. Telephone (home): _____ (work): _____
5. City of Tacoma Utility Account Number: _____
6. Employer _____ Start Date _____
 Income _____ Annual ___ Monthly ___
7. Spouse Employer _____ Start Date _____
 Income _____ Annual ___ Monthly ___
8. Other Income (Note: alimony, child support or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this loan.)
 Source(s): _____
 Income _____ Annual ___ Monthly ___

For items 6 – 8, please attach a copy of recent pay records such as direct deposit records, paycheck stubs, etc.

9. Are you the legal owner of the project property? _____
10. Is the property currently listed as security collateral on any mortgage, deed of trust, real estate loan or other loan document? _____

11. If "yes," please list:

Lender's Name	Address	Loan Type	Balance

12. Total of your outstanding debt, not including loans listed in item 10. _____

13. Have you ever filed bankruptcy? ___ Yes ___ No

14. Are there any judgements or liens against your property? ____ Yes ____ No

15. Purpose of This Loan (Describe in detail how loan proceeds will be used.)

16. Total Estimated Cost of Project _____

17. Loan Amount Requested (limited to 90% of cost) _____

18. Legal Documentation (please see page 3 of Loan Application for details)

19. Borrower Certification and Acknowledgement of Loan Fee and Lien Agreement

I certify that the information provided above is current and correct to the best of my knowledge. I understand that a non-refundable \$25.00 fee must be submitted if and when my loan application is accepted. I further understand and agree that the City of Tacoma will secure this loan with a lien on the property located at _____

Signature

Date

NOTES:

Approved by: _____ Date _____

Required Documentation

1. Recorded Copy of Deed and Copy of Real Property Assessment Roll

A recorded copy of your deed and a copy of your Real Property Assessment Roll are required for a Sewer Conservation loan. You can obtain a copy of the Real Property assessment Roll from the Assessor's roll book at the Pierce County Assessor's Office, located in the Pierce County Annex, 2401 South 35th Street, room 142.

The recorded copy of your deed, which provides a legal description and proof of home ownership, can be any of the following: a statutory warranty deed, a deed of trust, or a quit claim deed. If you use a quit claim deed, you also must furnish a copy of the original deed showing who had the right to quit claim the property to you. The original deed must be an executed copy with the owner's signature, the notary's signature, and the auditor's fee number. Copies of recorded deeds are available from the Pierce County Auditor's Office, Room 22 in the Pierce County Annex.

An escrow form or title insurance is not acceptable. A mortgage contract or real estate contract may be acceptable if it is a recorded copy. The signature of the seller is usually required. Please call the Sewer Conservation Loan Program about private contracts.

In some cases, additional documents may be needed:

- If one of the owners is **deceased**, a copy of the death certificate is required. It can be obtained from the Tacoma-Pierce County Health Department, Vital Statistics Department, 3629 south D Street, 591-6418.
- If the owners are **divorced**, a copy of the dissolution (recorded court document) stating that the applicant has been awarded the property is needed. This document is available from the Pierce County Clerk's Office, 930 Tacoma Avenue South, room 110, 591-7455.
- If the owner has **remarried**, a copy of the marriage certificate is required. This is available from the Pierce County Auditor's Office.
- If one of the owners is **not present**, a copy of a power of attorney must be recorded with the Pierce County Auditor to be valid.
- If the property is **professionally managed**, a copy of the property management agreement is required.
- If the property has been **short platted or subdivided** since you purchased it, a recorded copy of the document for the short plat or subdivision is required. This is available from the Pierce County Auditor's Office.

2. Credit Report

If you have a good payment history with Tacoma Public Utilities, additional credit history may not be needed. However, if you have moved to Tacoma recently, or if you have a clouded credit history with the City, you may be asked to provide a current report from a credit bureau. Your loan representative will advise you if it is required.