



# HOMEMAKERS PROGRAM APPLICATION PART 1

(to be completed by **non-profit organizations,**  
**for-profit businesses or private developers**)



City of Knoxville  
Community and Neighborhood Services Department  
Community Development Department

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Address of property: \_\_\_\_\_ CLT #: \_\_\_\_\_

## ***APPLICANT INFORMATION***

Name of Applicant (individual or organization): \_\_\_\_\_

\_\_\_\_\_

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

Social Security # or Federal ID # \_\_\_\_\_

Phone Number \_\_\_\_\_ Contact Person (if organization) \_\_\_\_\_

Applicant is:  Individual  Nonprofit org.  For profit business

## ***PROJECT DESCRIPTION***

What is your offering price? \$ \_\_\_\_\_

If price is below fair market value or listing price, explain reason for reduced offer. (Example: Subsidy is needed to make project affordable and feasible; development cost will exceed fair market value. Support your reason by completing the Project Sources and Uses of Funds Statement on Page 4)

Is the parcel an unbuildable lot that will be used for additional yard space?  Yes  No  
If yes, list any specific plans for maintenance or improvement.

**If property is an unbuildable lot, skip to Page 3**

**PROJECT DESCRIPTION, continued**

Name of Proposed Developer (**qualifications and experience of proposed developer must be attached**):

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Planned development will be (*check one*) \_\_\_ new construction \_\_\_ rehabilitation of an existing structure. (**Attach a site plan and floor plan if new construction is proposed. If unavailable, these must be provided within 90 days of contract execution.**)

Upon completion of the project, how many housing units will there be? \_\_\_\_\_

The parcel to be used for (*check one*) \_\_\_ homeownership \_\_\_ rental unit(s).

Briefly describe any other pertinent details of your proposed development for the parcel.

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Is this a project targeted for a low-moderate income household? \_\_\_ Yes \_\_\_ No  
(See attached Exhibit A for schedule of Fair Market Rents & Income Limits)

If yes, how will the home be made affordable?

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Has a family already been selected? \_\_\_ Yes \_\_\_ No  
(If yes, you must also complete Part II of the Homemakers Program Application)

If yes, are they presently living in overcrowded or substandard housing? (Explain)

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If no, what is the selection process for homeownership or tenants?

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Will this project include the use of volunteer labor or is it tied in with any training program?  
\_\_\_ Yes \_\_\_ No If yes, explain. \_\_\_\_\_

What is the proposed rental or sales price? \$ \_\_\_\_\_

How was this determined? \_\_\_\_\_

(See attached Exhibit A for schedule of Fair Market Rents & Income Limits)

Will credit or home ownership counseling be required for future tenants or buyers?  
\_\_\_ Yes \_\_\_ No

Have you received any input from neighborhood representatives regarding this development? \_\_\_ Yes \_\_\_ No

If yes, what was the outcome? \_\_\_\_\_

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**Information for government monitoring purposes**

**Applicant:**

Male  Female

American Indian/Alaskan Native

Asian Pacific Islander

Hispanic

Black

White

Other (specify)

**Co-Applicant:**

Male  Female

American Indian/Alaskan Native

Asian Pacific Islander

Hispanic

Black

White

Other (specify)

I DO NOT WISH TO SUPPLY THIS  
INFORMATION

Initials: \_\_\_\_\_

I DO NOT WISH TO SUPPLY THIS  
INFORMATION

Initials: \_\_\_\_\_

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I (we) certify that all information in this application, and all information furnished in support of this application, is true and complete to the best of my (our) knowledge and belief. I (we) authorize verification of any information, including verification of my (our) credit report.

\_\_\_\_\_  
Signature of Authorized Representative  
of Organization or Individual

\_\_\_\_\_  
Date

**NOTE:** Applications will only be accepted for properties on the Homemakers List at the date of application. Due to the fact that competing proposals may be received at the same Homemakers Committee meeting please ensure your proposed price and development plan is your "best and final" offer for purchase. Incomplete applications may be accepted, HOWEVER keep in mind in the event of competing applications the "best and final" offer for purchase will receive priority.

Return to:  
Homemakers Program, Community Development Department  
P.O. Box 1631, Knoxville, TN 37901



***Project Sources and Uses of Funds***

**Uses of Funds**

Property Purchase \$ \_\_\_\_\_

Construction / Renovation \$ \_\_\_\_\_

List Contingencies (examples: set aside dollars for unplanned or increased cost of items that may occur)  
\_\_\_\_\_ \$ \_\_\_\_\_

List Soft Costs (examples: developer fees, site design, permits, taxes, insurance, closing costs, etc.)  
\_\_\_\_\_ \$ \_\_\_\_\_

Other (examples: mowing, utilities, etc.)  
\_\_\_\_\_ \$ \_\_\_\_\_

**Total Uses of Funds** \$ \_\_\_\_\_

**Total Use Should Equal Total Source**

**Sources of Funds**

Purchaser Investment \$ \_\_\_\_\_

Loan Source (From: \_\_\_\_\_) \$ \_\_\_\_\_

Loan Source (From: \_\_\_\_\_) \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Source of Funds** \$ \_\_\_\_\_

***ALL Sources MUST be verifiable***  
**CHECKLIST FOR DEVELOPERS HOMEMAKER APPLICATION**

**All applications *must* have the following items enclosed or they will be returned:**

\_\_\_ Qualifications and experience of project developer

\_\_\_ Project proforma or other information needed to document the need for a reduced price

**Please indicate whether the following items are attached or when they will be provided:** *(In the case of competitive applications for the same property, applications attaching the following items will receive a selection priority point.)*

Yes \_\_\_ Commitment letter(s) for sources of funds or documentation of available funds to do project:

No \_\_\_ Provide explanation of when this will be provided: \_\_\_\_\_

\_\_\_\_\_

Yes \_\_\_ Site plan and floor plan of proposed construction:

No \_\_\_ Provide explanation of when this will be provided: \_\_\_\_\_

\_\_\_\_\_