



CITY OF BAXTER

APPLICATION FOR PRIVATE RESIDENTIAL CITY-UTILITY CONNECTION FINANCING

Per the City of Baxter's adopted residential private city-utility connection financing policy, eligible homeowners may have qualified costs of a private water and/or sewer connection financed. Borrowers must meet eligibility requirements, provide certain documentation, and follow the financing process outlined in the policy. Funding may be limited based upon annual budget appropriations. For specific details on the process and eligibility requirements, please see the adopted policy.

To apply for financing assistance, please complete this application, print, sign, and return the City of Baxter Finance Department with the required documentation.

Property Owner
Name(s):

Property Street Address:

Contact Telephone Number:

E-mail Address:

Please answer the following questions to establish whether you are eligible for the program:

- The parcel to be connected to city utilities is an existing, homesteaded, residential single-family dwelling ("Property") owned and occupied by the applicant(s) ("Homeowner")?
- Homeowner is current on the property taxes and any outstanding assessments levied against the Property?
- Homeowner is current on the city utility account, including non-user services?
- The Property is currently being serviced with private well and/or septic installed before city water and/or sewer were available?
- Homeowner's household income does not exceed the Median Family Income ("MFI") figure for Crow Wing County as defined by HUD for most recent year? The current MFI household income limit is \$59,400.

If you answered "No" to any of the above, you are NOT eligible for the financing program.

If you answered "Yes" to all of the above eligibility questions, you will need to obtain a quote from a licensed contractor of your choice to perform the utility connection. A list of licensed contractors may be obtained from the City. The quote must include any related city connection fees or permits if they are to be financed with the connection. In the space provided below, please indicate the name of the contractor you are selecting to perform the connection and the amount of the quote.

Licensed Contractor:

Quote Amount: \$

Please print the completed application, sign below, and return to the City of Baxter Finance Department with copies of the following documents:

1. Complete copy of the current year (most recent) Federal tax return documenting income and
2. Quote from a licensed contractor selected to perform the utility connection with related city connection fees included

After submittal and review of an application and the required documentation, a recommendation will be made to the City Council to consider an Agreement to finance the connection. Upon Council approval, a financing agreement between the Homeowner(s) and the City will be prepared. The Homeowner(s) is/are responsible for selecting a contractor and coordinating the utility connection. Upon project completion, City verification of the connection, and execution of the financing agreement, the City will reimburse the Homeowner for eligible, documented, quoted contractor costs. The Homeowner is responsible directly for any payments to the contractor. With the financing agreement, the City will certify the eligible costs, including eligible contractor costs, city connection and administrative fees and permits, legal fees, capitalized interest, and WAC/SAC/lift station fees, to Crow Wing County for collection beginning with the following year's property taxes. See the adopted policy for details on the funding process.

I/(We) declare and certify under penalty of law that I/(we) have examined and read this application and the corresponding policy and meet the eligibility requirements for the Financing Program. To the best of my/(our) knowledge and belief, this submitted application and supporting documentation are true and complete. I/(We) further understand and agree upon execution of an assessment agreement with the City, the Property will have an assessment and monthly utility bill for which I/(We) will be responsible to pay.

| Property Owner Signature | Property Owner Signature (if applicable) | Date |
|---|--|-------------------------------------|
| For City of Baxter Finance Dept. Use Only | Contractor Charge: \$ _____ | Application Rec'd Date: ___/___/___ |
| Meets Eligibility Requirements? _____ | City Admin Charge: \$ _____ | Council Approval Date: ___/___/___ |
| Documentation Verified? _____ | Capitalized Interest: \$ _____ | Agreement Date: ___/___/___ |
| Assessment Rate & Duration: _____ | Other Charges (specify): \$ _____ | Check Issued Date: ___/___/___ |
| | Total Assessment: \$ _____ | Assessment Cert. Date: ___/___/___ |