

110 Marble Street West Rutland, Vermont 05777 (802) 438-2303 | nwwvt.org info@nwwvt.org

## NeighborWorks Energy Loan Application Checklist and Program Guidelines

Thank you for choosing NeighborWorks Energy Loan for your home energy improvements. We look forward to serving you.

Applications may be submitted in person, via email to lending@nwwvt.org, or regular USPS mail to 110 Marble Street, West Rutland, VT 05777

#### A full application package will include:

#### **NeighborWorks Forms**

- Consumer Loan Application
- Household Income form
- Demographic Information form
- Authority to Verify Information
- Efficiency VT Project Verification
- Household Income
- Privacy Policy Disclosure

#### Copies of

- Current property tax bill Homeowner's Insurance Declarations page
- W-2 form for prior year for each borrower
- Most recent paystubs for past 30 days
- Most recent bank statements for deposit accounts (transaction printouts cannot be accepted)
- Most recent Mortgage Statement
- Audit report
- Energy project contractor estimate(s)

#### If Applicable

- Social Security award letter and SSA-1099 from the most recent year
- Child support order & prior year history from office of child support, only if used as qualifying income
- Two (2)most recent years of as-filed federal tax returns, all pages, all schedules including Schedule C, Schedule D, Schedule E, as applicable for self employment and/or other non-wage income.

#### **Program Guidelines**

- ❖ Loan amount up to \$40,000 for NeighborWorks Energy Loan
- ❖ Loan amount up to \$20,000 for NeighborWorks Home Energy Loan Qualifying Projects -Efficiency Vermont
- ❖ Minimum loan amount \$2,500
- ❖ Interest rate: 5.00% fixed for 10 years for NeighborWorks Energy Loan and 0.00% fixed for 5 years or 1.99% and 2.99% fixed for 10 years for NeighborWorks Home Energy Loan (Qualifying Projects -Efficiency Vermont)\*
- Unsecured loan
- ❖ Escrow management fee (\$250.00) may be financed in the loan
- Loan funds disbursement schedule: 50% at closing and remaining 50% upon project completion.
- Funds paid directly to borrower

02/16/2023



<sup>\*</sup>Rates are not guaranteed and are subject to change at any time.

## **NEIGHBORWORKS OF WESTERN VERMONT CONSUMER LOAN APPLICATION**

Credit Requested Is:	Energy	y Loan								Account Re	eques	ted:	Inc	lividual	Joint
Amount Requested	Description of Collateral Offered									We	e intend to	apply fo	or joint cre	∍dit	
Purpose of Credit Request										Applica	ant				Co-Applicant
If the Applicant is married, he or c) you are relying on prope	or she n	nay apply for indi	vidual c	redit. For N	Marita	Status, check one if	f a) you are applyir	ng for	r a secured cred	it; b) you re	side i	n a commu	inity pro	perty stat	ie;
or c) you are relying on prope	ity iii a c	Applica		as a Dasis		PPLICANT IN		ON		Co-App	olica	ant			
Applicant Role:	Во		Co-Sigr	ner	1	rantor	Applicant Role:			orrower		Co-Signer	r [	Guarar	ntor
Applicant Name (include Jr. c	or Sr. if a						Co-Applicant Na	me (ir	nclude Jr. or Sr	. if applicable	le)				
Social Security Number		Home Phone (ir	ncl. area	code)	DOB	(mm-dd-yyyy)	Social Security N	Numb	er	Home Ph	one (i	ncl. area co	ode)	DOB (m	nm-dd-yyyy)
Email Address							Email Address					1			
☐ Married ☐ Separated ☐ Unm	arried (ir le, divord	nclude ced, widowed)	Dep	1	ot liste ges	ed by Co-Applicant)	☐ Married☐ Separated		Unmarried (i single, divor	nclude ced, widow	ed)	Deper no.	1	not listed bages	by Applicant)
Citizenship: U.S. Ci		Permanent R				on-Resident Alien	Citizenship:		U.S. Citizen		nent l	Resident Al			Resident Alien
	city		state, Z	IP)	SI	nce	Present Address			ty,		state, ZIF	')		since
Mailing Address, if different for	rom Pres	sent Address					Mailing Address				SS				
Former Address (street, city,	state 71	D) fro	om II	f residing at	to	ent address for less th	nan two years, cor Former Address				f	rom		to	
Tomer Address (street, city,	State, Zi	1)	JIII					,	•	,		OIII		10	
		Applica	ınt	EMP	LO)	MENT / INC	OME INFO	RM	IATION	Co-App	olica	ınt			
Name of employer		Address of Emplo	oyer	Self Emplo	yed	Yrs. on this job	Name of Employ	er		Address of E	Emplo	yer	Self E	mployed	Yrs. on this job
						Full time									Full time
Position/Title Typ	e of Bus	iness		Business	Phone	e (incl. area code)	Position/Title &			Type of Bus	siness		Busin	ess Phone	e (incl. area code)
Gross Monthly Income	\$						Gross Monthly I	ncome	e \$				ı		
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						from to									from to
Position/Title & Type of Busines	S			Business	Phone	e (incl. area code)	Position/Title &	Туре	of Business				Busin	ess Phone	e (incl. area code)
Name & Address of Employer			Self	Employed		Dates	Name & Address	of E	Employer			Self	Employ	red	Dates
						from									from
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Position/Title & Type of Busines	S			Business	Phone	e (incl. area code)	Position/Title &	Type	of Business				Busin	ess Phone	e (incl. area code)
NOTICE: Alimony, Child Suppor	t or Sepa	arate Maintenance	e Incom	e need not	be rev	ealed if you do not v	vish to have it con	sidere	ed as a basis fo	r repaying th	his ob	ligation.			
Other Income					\$		Other Income							\$	
Other Income					\$		Other Income							\$	
Other Income	*******			***************************************	\$		Other Income		***************************************					\$	<del></del>
						HOUSING IN		)N							
Own Rent since						Monthly Housing/F	Rent		Present Value	•			Date	Purchase	đ
					C/	ASH ASSET	INFORMAT	101	<b>N</b>						
Financial Institution Name									Saving Accou	ınt Balance			Chec	king Acco	ount Balance
I/We hereby apply for the loan															
complete, and that I/we did not with other parties and to make				_			-								
as to Lender's experiences or tra	ansaction	ns with my/our a	ccount.	I/We unde	rstand	that Lender will reta	ain this application	and	any other credi	t informatio	n Len	der receive	s, even	if no loan	or credit is grante
These representations and author to provide to any such insurer o		•				•	•			-	or an	y part of th	ie Ioan.	i/vve furt	ner authorize Lendi
XApplicant						Date	X Co-Applica	nt						Date	<del></del>

#### ASSETS AND LIABILITIES ADDENDUM TO CONSUMER LOAN APPLICATION

Applicant: Application Number:

Checking and Savings Accounts  Nome & Address of Corepany  Nome & Address of Corepany  Pagment Balance  Acct. No.  \$ Acct.	A:	ssets	Liabilities				
Name & Address of Institution	Checking and Savings Accounts		Name and Address of Creditor				
Acct. No. \$ Acct. No. \$ Acct. No. \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$		Cash or Market Value		Payment	Balance		
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TOTAL ASSETS \$ TOTAL LIABILITIES \$							
NET WORTH \$				Ψ			

<sup>&</sup>quot;\*" indicates obligations satisfied at or before loan closing.

INTERVIEWER INFORMATION							
Originator Name			Phone Number	Ext.			
Originator NMLSR Identifier	Originator	License State and Numbe	er				
Company Name Rutland West Neighborhood Housing Services INC d/b/a Neighborworks of Western Vermont							
Company NMLSR Identifier Company License State and Number Vermont #194008							
Company Address (street, city, state, ZIP) 110 Marble Street, West Rutland Vermont, 057	Company Address (street, city, state, ZIP)  110 Marble Street, West Rutland Vermont, 05777						

## **Household Income Form**

NMLS #194008, VT lender # 6200

## **ENTIRE HOUSEHOLD INCOME**

In order to satisfy program guidelines, Neighborworks is required to verify income pertaining to all members of a household and to identify same.

BORROWER's	EMPLOYMENT INCOME					
Name:		Address:		City:		
State/Zip:		e-mail:		Tel:		
Employer:		Address:		Tel:		
Position:		# Years Income:		□Month	nly or $\square$ Annual	
				l .	•	
Co-BORROWI	R's EMPLOYMENT INCOME	<u> </u>				
Name:		Address:		City:		
State/Zip:		e-mail:		Tel:		
Employer:		Address:		Tel:		
Position:		# Years	Income:	□Month	nly or 🗆 Annual	
ALL OTHER HO	DUSEHOLD INCOME - List th	ne income sour	ce and monthly a	mount of all househo	ld persons	
residing in the	e household. Include incom	e from – Work	-Social Security -	- Disability – Pension	- Business	
Income - Rent	al Income - Child Support -	Foster Care -	Dividend & Intere	est and any other taxa	ble and non-	
taxable incom	ie					
Borrower:		Source:		L.	Monthly: \$	
Borrower:		Source:			Monthly: \$	
Borrower:		Source:			Monthly: \$	
Co-Borrower:		Source:		Monthl	y: \$	
Co-Borrower:		Source:		Monthl	y: \$	
Other Membe	er:	Source:		Monthl	y: \$	
Other Membe	er:	Source:		Monthl	y: \$	
	BERS OF HOUSEHOLD					
Adult:	Name & Relationship to yo	ou:			Age:	
Adult:	Name & Relationship to yo	ou:			Age:	
Child:	Name & Relationship to yo	ou:			Age:	
Child:	Name & Relationship to yo	ou:			Age:	
Child:	Name & Relationship to yo	ou:			Age:	
Child:	Name & Relationship to yo	ou:			Age:	
Foster care:	Name & Relationship to yo	ou:			Age:	
Foster care:	Name & Relationship to yo	ou:			Age:	
I/We hereby o	ertify that the above inform	nation is true aı	nd correct:			
Borrower:				Pate:		
CO-POLLOMEL:		Date:				

## **Demographic Information Form**

NMLS #194008, VT lender # 6200

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. Federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

Ethnicity						
☐ Mexican		☐ Puerto Rican		☐ Cuban		
☐ Not Hispanic or Latino		☐ Other ( <i>print</i> )	origin)	☐ I do not wish to provide this		
				information		
			ace			
☐ American Indian or Alaska	Native (	Print name of enro	olled or principal t	ribe)		
□Asian			T	1		
□Japanese	□Kore	an	□Vietnamese	$\square$ Other Asian ( <i>print</i> )		
☐Asian Indian	Chine	ese	☐Filipino			
			T			
☐ Black or African American			□White			
	1					
☐ Native Hawaiian or other						
Pacific Islander			Γ	1		
□ Native Hawaiian □ G		nanian or	□Samoan	☐ Other pacific Islander(print)		
Chamorro						
		I do not wish to p	rovide this inform	ation		
Г			_			
		1	Sex	I —		
□Female		□Male		☐I do not wish to provide this		
				information		
I/We hereby certify that	the abo	ve information is t	true and correct:			
, , , ,						
Borrower:				Date		

## **Demographic Information Form**

NMLS #194008, VT lender # 6200

The purpose of collecting this information is to help ensure that all applicants are treated fairly and that the housing needs of communities and neighborhoods are being fulfilled. Federal law requires that we ask applicants for their demographic information (ethnicity, sex, and race) in order to monitor our compliance with equal credit opportunity, fair housing, and home mortgage disclosure laws. You are not required to provide this information but are encouraged to do so. You may select one or more designations for "Ethnicity" and one or more designations for "Race." The law provides that we may not discriminate on the basis of this information, or on whether you choose to provide it. However, if you choose not to provide the information and you have made this application in person, Federal regulations require us to note your ethnicity, sex, and race on the basis of visual observation or surname. The law also provides that we may not discriminate on the basis of age or marital status information you provide in this application. If you do not wish to provide some or all of this information, please check below.

		Eth	nicity				
☐ Mexican	☐ Puerto Rican	1	☐ Cuban				
☐ Not Hispanic or Latino		☐ Other ( <i>print</i>	origin)	☐ I do not wish to provide this			
			information				
		R	Race				
☐American Indian or Alaska	Native (	Print name of enro	olled or principal t	tribe)			
□Asian							
□Japanese	□Korea	an	□Vietnamese	☐Other Asian ( <i>print)</i>			
☐Asian Indian	□Chine	ese	□Filipino				
☐Black or African American			□White				
	-						
☐ Native Hawaiian or other							
Pacific Islander							
□Native Hawaiian	□Guan	nanian or	□Samoan	$\square$ Other pacific Islander( <i>print</i> )			
	Chamoi	rro					
		I do not wish to p	rovide this inform	ation			
		ı	Sex				
□Female		□Male		☐I do not wish to provide this			
				information			
I/Ma haraby cartify that	the abou	va information is t	rue and correct:				
I/We hereby certify that	the abov	e information is t	rue and correct.				
Co-Borrower:				Date			



#### 110 Marble Street West Rutland, Vermont 05777 (802) 438-2303 | nwwvt.org info@nwwvt.org

## **Authority to Verify Information**

I/We authorize NeighborWorks® of Western Vermont to verify my bank accounts, household income, employment, outstanding debts, present or previous mortgages, to obtain a tri-merged in-file credit report, and to make any other inquiries pertaining to the services provided to me by NeighborWorks® of Western Vermont.

My/Our signature(s) below authorize Neighbor Works to release information in their possession to the respective Lender(s) for the purpose of determining eligibility for mortgage financing, refinancing, potential restructure of a current loan or extraordinary services that may result in preserving my longterm home ownership.

I hereby authorize the **loan servicer to release** certain information to Neighbor Works. Information which may be released to NeighborWorks includes but is not limited to:

**Original Loan Amount Payment History Amount Past Due** 

**Monthly Payment Current Balance Payment Due Date HUD-1 Statement** 

I hereby authorize NeighborWorks to make a recommendation to the loan servicer concerning appropriate action regarding my loan, which may assist the servicer in determining eligibility for product and/or services.

I/We understand that NeighborWorks® of Western Vermont is funded by a variety of sources and is required to share statistical and demographic information about the customers who receive services as well as the services provided.

I/we fully understand that it is a Federal crime punishable by fine or imprisonment, or both, to knowingly make any false statements concerning any of the above facts as applicable under the provisions of Title 18, United State Code, Section 1001, et seq.

#### CONFLICT OF INTEREST

I understand that NeighborWorks® of Western Vermont and its agents provide information and education on various loan products, housing programs or other issues and I further understand that the counseling and/or coaching I receive in no way obligates me to choose any of the particular products, housing products or any recommendation whatsoever. NeighborWorks® of Western Vermont and its counselors and coaches are



providing information only. I may use such information in whatever in Neighbor Works® of Western Vermont and its counselors and coaches and that any actions or choices I make are mine, and mine alone.	
PROTECTING THE CONFIDENTIALITY OF YOUR PERSON	ONAL INFORMATION
All NeighborWorks® of Western Vermont employees are requiregarding the confidentiality of your personal information Employees not adhering to our policies are subject to disciplinary procedures to safeguard the confidentiality and integrity of person to guard against unauthorized access. Our safeguards comply we personal information.	as outlined in Personnel Policies. action. We maintain physical security nal information in our possession and
I understand that US Department of Housing and Urban Development Education and Counseling and that Citizens Housing and Planning A Intermediary. As funders of our program and to ensure quality and co both HUD and CHAPA need access to client file for auditing purpose representative will adhere to the same Confidentiality Policies of the o	Association (CHAPA) as a HUD ompliance with program requirements, s. I understand any HUD or CHAPA
Signature	Date
Signature	Date

# Home Energy Loan Project Verification Form

Effective August 1, 2021



The Home Energy Loan is a fast, easy, and flexible way to finance eligible home weatherization and efficiency improvements, up to \$20,000.

## Steps to Apply for Your Loan

☐ Ensure that this form has been completed and signed by yo and your contractor. Eligible contractors can be found at
Linsure that this form has been completed and signed by yo

- ☐ Review page 2 to ensure your project is eligible. (Note: VGS customers are only eligible to finance ducted and ductless heat pumps, heat pump water heaters, and electric appliances.)
- Apply online or in person with one of the credit unions listed below. You will need to submit this completed form and a copy of your contractor scope of work, including price quote, with your Home Energy Loan application.

		Loan Term	
Household Income Qualifications	Up to 5 years	>5 years, up to 10 years	>10 years, up to 15 years
Below \$60,000	0%	1.99%	2.99%
Between \$60,000 - \$90,000	0%	2.99%	3.99%
Over \$90,000	4.99%	5.99%	6.99%

Interest rates are subject to meeting program and credit eligibility guidelines.



To learn more and apply online, visit **www.vsecu.com/heatsaver** or call 802-371-5146.



To learn more and apply online, visit www.oppsvt.org/heat, email heat@oppsvt.org, or call 800-865-8328, ext. 122.



To learn more, visit **www.nwwvt.org** or call 802-438-2303.

#### **Customer Information**

Customer Name			
Customer Address (of installation location)	City/Town	State	Zip
Customer Mailing Address (if different)	City/Town	State	Zip
Customer Telephone #	Customer E-mail Add	dress	m offers and updates from
☐ Check if Vermont Gas customer (see terms & co	onditions) Househo	old Size (number of people	e living in the home):
I certify that I meet the eligibility requirements of the attached quote, is correct to the best of my knowledge.	, ,		,
Customer Signature			Date

For more information about Efficiency Vermont services and rebates, visit www.efficiencyvermont.com or call 888-921-5990.

For more information on Burlington Electric's services and rebates, contact efficiency@burlingtonelectric.com or 802-865-7362.







participating retailer, which can be found at yvermont.com/stoves. Self-installed stoves   Mater Heaters - must be a qualifying model, which at www.efficiencyvermont.com/hpwhlist  merization/Refinance - refinances must include new project with \$1,500 minimum project cost; scope of developed and work completed by a BPI-certified ellence Network contractor. Lender must be the same loan.
participating retailer, which can be found at yvermont.com/stoves. Self-installed stoves  Mater Heaters - must be a qualifying model, which twww.efficiencyvermont.com/hpwhlist  perization/Refinance - refinances must include new project with \$1,500 minimum project cost; scope o developed and work completed by a BPI-certified ellence Network contractor. Lender must be the same
participating retailer, which can be found at yvermont.com/stoves. Self-installed stoves
participating retailer, which can be found at yvermont.com/stoves. Self-installed stoves
d Wood Stoves - must be a qualifying model
<u>d Pellet Boilers/Furnaces</u> - must be a qualifying mode ound at <b>www.rerc-vt.org/AWHSequipment</b>
rce Heat Pumps - must be a qualifying model, ound at www.efficiencyvermont.com/GSHP
ractor / installer)

#### Terms & Conditions

Contractor Signature

**Appliances** 

**Eligibility:** Project must be installed at a Vermont residential home, owned and occupied by the borrower, containing one to four family housing units; property taxes must be paid and up to date, and the home must not be an asset in a pending bankruptcy, legal, or divorce proceeding. Lenders may limit eligibility subject to limitations or guidelines established by HUD and/or other underwriting criteria. Improvements must be permanently attached to participating property and aim to reduce the net energy requirements of the participating property; improvements made as part of a gut rehabilitation or new construction project are not eligible. Upgrades must be installed by a contractor who is in conformance with the requirements on this form. Installation or removal of any oil or propane tanks, and Do-It-Yourself activities are not eligible expenses.

Projects must be completed by a current Efficiency Excellence Network contractor, with the exception of pellet and cord wood stoves, solar hot water, and appliances. Eligible items covered by the Home Energy Loan include the cost of labor, installation, equipment, materials, taxes, shipping, permit or loan application fees, applicable inspection charges, and health and safety repairs needed as part of the efficiency improvement (up to 50% of the total loan amount). To learn if other costs may be covered by the loan, contact Efficiency Vermont at 888-921-5990.

Loan limits: No minimum; maximum loan amount of \$20,000.

Disclaimer of warranties and limitation of liability: Neither Efficiency Vermont nor the lending institutions warrant the performance of installed equipment expressly or implicitly for fitness for a particular purpose or for any specific level of energy savings, nor do they warrant that the equipment or its installation complies with any specifications, laws, regulations, codes, or standards. Neither Efficiency Vermont nor the lending institutions will be liable for any incidental or consequential damages of any kind in connection with the installation, implementation, or use of the improvements.

Date

**Endorsement:** Efficiency Vermont and the lending institutions do not endorse any particular manufacturer's product or system design in providing this financing opportunity.

**Terms:** This form is for 2021 loan applications. Loan offer is subject to available funding, and interest rates and other terms are subject to change without prior notice. Documentation may be required to verify household income. Depending on credit score, some applicants may qualify for lower rates on other loan products.

**Vermont Gas Systems (VGS):** VGS customers are eligible to finance ductless and ducted heat pumps, heat pump water heaters, and electric appliances. Contact VGS to learn about financing other projects.





**FACTS** 

## WHAT DOES RUTLAND WEST NEIGHBORHOOD HOUSING SERVICE, INC. DO WITH YOUR PERSONAL INFORMATION?

## Why?

Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

## What?

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security number and income
- account balances and payment history
- credit history and credit scores

When you are *no longer* our customer, we continue to share your information as described in this notice.

## How?

All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Rutland West Neighborhood Housing Service, Inc. chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Rutland West Neighborhood Housing Service, Inc. share?	Can you limit this sharing?
For our everyday business purposes – such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes – to offer our products and services to you	Yes	No
For joint marketing with other financial companies	No	We don't share
For our affiliates' everyday business purposes – information about your transactions and experiences	No	We don't share
For our affiliates' everyday business purposes – information about your creditworthiness	No	We don't share
For nonaffiliates to market to you	No	We don't share

Questions?

Call (802) 438-2303

nonfinancial companies.

can market to you

financial products or services to you.





## Page 2

What we do	
How does Rutland West Neighborhood Housing Service, Inc. protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does Rutland West Neighborhood Housing Service, Inc. collect my personal information?	We collect your personal information, for example, when you
	apply for a loan or give us your income information
	■ give us your employment history or give us your contact information
	show your driver's license
	We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.
Why can't I limit all sharing?	Federal law gives you the right to limit only
	■ sharing for affiliates' everyday business purposes - information about your creditworthiness
	■ affiliates from using your information to market to you
	sharing for nonaffiliates to market to you
	State laws and individual companies may give you additional rights to limit sharing.  See below for more on your rights under state law.
Definitions	
Affiliates	Companies related by common ownership or control. They can be financial and nonfinancial companies.
	Rutland West Neighborhood Housing Service, Inc. has no affiliates
Nonaffiliates	Companies not related by common ownership or control. They can be financial and

■ Rutland West Neighborhood Housing Service, Inc. does not share with nonaffiliates so they

A formal agreement between nonaffiliated financial companies that together market

■ Rutland West Neighborhood Housing Service, Inc. doesn't jointly market

#### Other important information

Joint marketing