

Lewis and Clark County Wastewater Revolving Loan Program (RLP)

316 North Park Room 230
Helena, MT 59623
406-447-8351

Please attach the following:

- ✓ Include three most recent pay stubs for each applicant*.
- ✓ Attach any installer/contractor bids. Bids must be from installers certified by the Lewis and Clark City-County Health Department Environmental Division.
- ✓ Include \$50.00 non-refundable application fee. The application fee pays for the credit report.

Please Print Clearly

The following is to be reviewed by the Lewis and Clark County Environmental Health Division:

Loan Request: Amount: \$ _____

How did you learn about this program? _____

Applicant (A): _____ **Co-Applicant (B):** _____

SS # _____ SS # _____

Mailing Address: _____

City/State/Zip: _____

Phone # Daytime _____ Evening _____ Cell _____

Property Address: _____

How long have you owned this property? _____

Has your existing septic system failed or is it malfunctioning? _____ Explain _____

Do you have an existing septic system permit? _____ Permit # _____

Project Information:

Please describe what improvements, repairs or replacements that needs to be made to your septic system:

From your property line, are you within 200 feet of a public sewage collection system? _____

Cost Estimate:

Below, please list all project costs, equipment, material, labor, etc. Use additional sheet if necessary and attach at least three (3) installer/contractor bids. Bids must be from installers certified by the Lewis and Clark City-County Health Department Environmental Division

Expense Item	Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Application Fee	\$50.00
Closing costs estimate 2% of loan request;\$250.00 minimum	\$250.00
Septic System Permit Fee	\$120.00/240.00

Total Projected Costs \$ _____

Date Construction is expected to start _____ Estimated completion date _____

The following is to be reviewed by Montana Business Assistance Connection:

Applicant and Co-Applicant Income (for previous 12 months): Attach additional pages if necessary

If you are self-employed or if your income does not come from a regular salary, attach copies of your most recent tax return. We will contact you if we need more information.

Applicant (A):

Employer _____
 Time with Employer _____
 Position _____
 Gross Salary per month _____

Employer _____
 Time with Employer _____
 Position _____
 Gross Salary per month _____

Employer _____
 Time with Employer _____
 Position _____
 Gross Salary per month _____

Co-Applicant (B):

Employer _____
 Time with Employer _____
 Position _____
 Gross Salary per month _____

Employer _____
 Time with Employer _____
 Position _____
 Gross Salary per month _____

Employer _____
 Time with Employer _____
 Position _____
 Gross Salary per month _____

Other Income Sources: (pension, social security, maintenance, etc.)

NOTE: Alimony, child support, or other separate maintenance payment income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Other Income Source #1	Amount Per Month \$
Other Income Source #2	Amount Per Month \$
Other Income Source #3	Amount Per Month \$

Please be as complete as possible

Assets		Liabilities				
			Financial Institution	Account #	Payment	Balance
Bank Account	\$	Home Loan			\$	\$
Savings Account	\$	2 nd Mortgage			\$	\$
Home	\$	Auto Loan			\$	\$
Auto	\$	Auto Loan			\$	\$
Other	\$	Credit Card			\$	\$
Other	\$	Credit Card			\$	\$
Other	\$	Other			Total Liability	\$
Total Assets	\$	Other			Net Worth	\$

Are you obligated to pay alimony or child support and any other separate maintenance payments? _____
 Amount per month _____

Have you filed bankruptcy, lost property by foreclosure, or had other credit problems in the last 7 years? _____

If Yes, Explain _____

The above information is true to the best of my knowledge and I understand that if any of the information is found to be untrue, my application will not be valid.

Applicant (A) _____ Applicant (B) _____
 Date _____ Date _____

*** Three (3) pay stubs are to be reviewed by the Montana Business Assistance Connection to determine loan eligibility.**

*******IMPORTANT-READ CAREFULLY-AUTHORIZATION TO RELEASE CREDIT INFORMATION*******

APPLICANT(S) CERTIFIES AS FOLLOWS: that applicant(s) is a resident of Montana; that applicant(s) will use loan proceeds only to construct the project described; that the applicant(s) will comply with all applicable rules and laws laid out by Lewis and Clark County and the State of Montana; that applicant(s) will obtain all applicable local, state, and federal permits, approvals and licenses and comply with their conditions and terms. Applicant(s) authorize the Lake Helena Watershed Septic System Improvements Revolving Loan Program to verify any facts they deem necessary for loan analysis, including obtaining my/our credit report. Applicant(s) authorizes Lewis and Clark County to use their name, address, project information and project photos to explain or promote the loan program.

(A) _____

(B) _____

Applicant Date _____

Applicant Date _____

Applicant(s) need to provide in writing if any application information is to be considered exempt from public disclosure.

*Disclosure of Social Security numbers is not mandatory. Lewis and Clark County intends to use the number to obtain a credit report. The Privacy Act of 1974 prohibits the state from denying a loan because the person does not disclose their Social Security number.

Lewis and Clark County Wastewater Revolving Loan Program (RLP)

Who is eligible for a loan?

There are three criteria for loan eligibility:

1. Your property must be located within the Lake Helena Watershed. A map of the watershed boundary is available at the Lewis and Clark County Environmental Health Office or online at www.co.lewis-clark.mt.us.
2. The septic system on your property must be in need of repair or replacement. The Lewis and Clark County Environmental Health Division will determine through site evaluation that a system is required to be replaced or repaired.

What Can Loan Funds be used for?

Loan funds can be used for:

1. All costs to repair or replace a failed septic system, including tank pumping if required
The system must be installed by a certified installer approved by Lewis and Clark County. The system must also be inspected by a Registered Sanitarian in Accordance with the Lewis and Clark County Onsite Wastewater Treatment Regulations.
2. Septic system permit fees.
3. Connection to a municipal sewer system in accordance with the Lewis and Clark County Onsite Wastewater Treatment Regulations.
4. Normal Loan fees and closing costs.

The site evaluation fee and any excavator costs associated with a site evaluation **will not** be paid by the loan program.

What Loan Security Must I Offer?

The Lake Helena Watershed RLP can lend on a first or a junior mortgage if you have adequate equity in your home. Your loan officer will discuss with you the need for an appraisal if property is to be used for security.

How Long are Loan Terms?

Loan terms are a maximum of ten years, or may be adjusted to a shorter term. The Montana Business Assistance Connection (MBAC) staff will work with each borrower individually.

How Is My Application Processed?

1. The Lake Helena Watershed RLP analyzes your request. We review technical merit and then send the application packet to Montana Business Assistance Connection for financial review and approval.
2. The Lake Helena Watershed RLP or MBAC will request any additional information needed to approve your loan application. The application process will suspend until any requested information is received.
3. MBAC will evaluate financial information and recommend approval or denial. The Lake Helena Watershed RLP will make a final decision.
4. Upon approval, The Lake Helena Watershed RLP will notify you if funds are available.
5. Applications that are not recommended for approval will be notified in writing of the decision and the reason.
6. On approval, you will receive a commitment statement listing the items needed before loan closing. For example, permits and final construction drawings are normally needed.
7. Loan funds will be available promptly after final loan documents are signed.

How Do I Receive The Money?

MBAC will keep the loan funds. The certified installer, upon completion and approval of the system, will submit an itemized statement to MBAC. Loan funds will be paid by MBAC directly to the installer. Installations will be documented to assure that loan funds are used as proposed. The septic system permit fee will also be paid in this manner.

What Is the Interest Rate?

Interest rate for 2010 is 5%. Interest remains fixed for the term of the loan. The Lake Helena Watershed RLP will evaluate interest rates for the program each year and post any changes on the application and the Lewis and Clark County web site.

What Other Loan Costs Are There?

Borrowers pay all costs of operating the loan program. You should expect to pay the following:

1. **Application Fee:** There is a non-refundable application fee that must accompany application, which pays for the credit report. The fee is \$50 for individual or \$100 for joint or business applications.
2. **Underwriting Fee:** A fee will be charged at closing equal to 2% of the loan amount or \$250, whichever is greater.
3. **Appraisal Fee:** If an appraisal is required, you will be required to pay the full cost. Your loan officer will discuss with you the need for an appraisal.
4. Fees may be financed with the loan, but the maximum loan amount cannot exceed \$10,000.
5. There are no penalties for early payment or early payoff.

IMPORTANT: After a loan is approved, it cannot be increased without going through an approval process. Feel free to estimate loan costs with us.

Are There Additional Requirements?

The Lewis and Clark County Environmental Health Division will inspect final installation of the septic system in accordance with the County's Onsite Wastewater Treatment Regulations. MBAC will verify the installation of equipment and measures financed through the program. The Lake Helena Watershed RLP may periodically request performance information to evaluate the program's success.

Will the Lake Helena Watershed RLP Insure that My Project Is a Good One?

No, the revolving loan program **may not**:

1. Act as your attorney, engineer, financial or tax consultant. You should hire any professional you need.
2. Endorse any project, manufacturer, contractor, or component. You should shop for bids and use professional help if necessary.
3. Compel a contractor or engineer to remedy defects in construction or to live up to any contracts they make with you.

The revolving loan program **does not**:

1. Design onsite wastewater treatment systems.
2. Guarantee the proper operation of any system.

Applicant(s) need to provide written notice if any application information is to be considered exempt from public disclosure.

Where Do I Send My Application or Go For More Information?

Lewis and Clark County Environmental Health Division

Lake Helena Watershed Revolving Loan Program

316 North Park, Room 404

Helena, Montana 59623

(406) 447-8351

www.co.lewis-clark.mt.us