

# Ridge Side Cooperative

839-847 Williamson Street

Madison, WI 53703

## RIDGE SIDE COOPERATIVE HOUSING DOWNPAYMENT ASSISTANCE LOAN PROGRAM

*Applicant completes pages 1-3 & 6-7*

*Co-op completes page 5*

### BACKGROUND

The purpose of this loan fund is to provide direct loans to those people financially unable to make a downpayment to purchase a limited-equity cooperative housing unit at Ridge Side Cooperative.

Cooperative housing is one of the strategies Common Wealth Development, Inc., employs in its attack on displacement within the Williamson-Marquette Neighborhood. The low- and moderate-income residents of this area may be affected by displacement and in need of downpayment assistance. This program will fulfill that need for Ridge Side Co-op.

Ridge Side Cooperative administers this loan program for Common Wealth.

### DISBURSEMENT TO RIDGE SIDE COOPERATIVE

It is hereby understood and agreed that, as a condition of the Ridge Side Cooperative Housing Downpayment Assistance Loan Program, any disbursement from my equity account held by Ridge Side Cooperative will be paid, in whole or in part, to Ridge Side Co-op and applied against any outstanding principal balance on said loan.

Borrower's signature \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_\_

Ridge Side Cooperative  
839-847 Williamson Street  
Madison, WI 53703

Purpose of loan \_\_\_\_\_

Amount requested \_\_\_\_\_ Repayment period \_\_\_\_\_

# DOWNPAYMENT LOAN APPLICATION

Applicant \_\_\_\_\_ Date of application \_\_\_\_\_

Address \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Social Security # \_\_\_\_\_ Number of dependents \_\_\_\_\_

Co-Applicant (if applicable) \_\_\_\_\_ Social Security # \_\_\_\_\_

## EMPLOYMENT HISTORY

Applicant's current employer \_\_\_\_\_

Employer's address & phone \_\_\_\_\_

Job title \_\_\_\_\_ Employed since \_\_\_\_\_

Gross monthly pay \$ \_\_\_\_\_ Name of supervisor \_\_\_\_\_

Applicant's *previous* employer \_\_\_\_\_

Co-applicant's current employer \_\_\_\_\_

Employer's address & phone \_\_\_\_\_

Job title \_\_\_\_\_ Employed since \_\_\_\_\_

Gross monthly pay \$ \_\_\_\_\_ Name of supervisor \_\_\_\_\_

# FINANCIAL INFORMATION

Name of financial institution \_\_\_\_\_

Current balances: Savings \$ \_\_\_\_\_ Checking \$ \_\_\_\_\_

Additional income (N.B.—disclosure of alimony, child support or separate maintenance payments is optional):

Source \_\_\_\_\_ Amount \$ \_\_\_\_\_

Other assets (Stocks, money markets, other real estate, bank accounts, etc.):

\_\_\_\_\_

Present obligations of applicant and/or co-applicant other than above-stated mortgage:

To	Amount Owed	Monthly Payment	Purpose of Loan
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List your credit cards \_\_\_\_\_

Have there ever been any judgments or garnishments against you or have you ever gone through bankruptcy?

Yes \_\_\_ No \_\_\_ If "yes," please attach an explanation.

Name and address of friend or relative not living with you:

\_\_\_\_\_

**Marital Property Notice:** Lender's interests in the property to be repaired, and this loan, shall not be affected by any provision of a marital property agreement, a unilateral statement under §766.59, or a court decree under §766.70 of the Wisconsin Statutes unless applicant notifies lender and attaches a copy of the agreement, statement or decree to this application.

I/We attest that the above statements are true and complete, and authorize Common Wealth or Ridge Side Co-op to request and receive information to verify employment, indebtedness, assets, income, credit accounts, investments and any other information appropriate for review of this housing downpayment assistance loan and application.

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

Co-applicant's signature \_\_\_\_\_

Date \_\_\_\_\_

# RIDGE SIDE COOPERATIVE HOUSING DOWNPAYMENT ASSISTANCE LOAN POLICY

## Guidelines

1. The money will be distributed in the form of a non-interest-bearing loan.
2. While the loan principal will be interest free, a one-time, non-refundable application fee of \$10 may be charged to the borrower (s) at the time of application submission.
3. Loans will be made for the sole purpose of downpayment assistance to households buying into cooperative housing at Ridge Side Co-op.
4. The maximum amount that may be loaned to a household is 75% of the total downpayment to become a member of Ridge Side Co-op. The balance of the downpayment must be covered by the applying cooperator(s).
5. The liability for repayment of the loan shall rest with the individual borrower(s).
6. The loan can be repaid at any time during the loan repayment period without penalty to the borrower(s).
7. Any loan balance will become immediately payable in total upon leaving Ridge Side Cooperative or upon the dissolution of said cooperative.
8. The maximum loan term will be three years.
9. The sum of the loan shall be issued as a check made payable to Ridge Side Cooperative.
10. Loans will be issued on a first-come, first-served basis.
11. All loan applications will be reviewed and approved by Ridge Side Co-op for Common Wealth.
12. All applications will be treated confidentially and in compliance with the Federal Equal Credit Opportunity Act.
13. Common Wealth shall evaluate the effectiveness of the program as well as review and revise as necessary the Policy Guidelines and Collection Procedures governing this program on an annual basis.
14. The principal loan money for this program shall be held in a separate interest bearing savings account at Summit Credit Union (or some other equally secure banking institution in Madison); all processed loan documents will be held in a security deposit box at Summit Credit Union.
15. Common Wealth and Ridge Side Co-op shall promote equal housing and lending opportunity to all persons regardless of sex, race, religion, color, national origin, ancestry, age, handicap, marital status, source of income, arrest record, conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or the fact that the person is a student.

# PROMISSORY NOTE

Date \_\_\_\_\_, 20\_\_\_\_ PROMISSOR(S) \_\_\_\_\_

The above named promissor(s) agree(s) to pay Ridge Side Cooperative, agent for Common Wealth, the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) together with a finance charge of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) from the date hereof in the following manner: \_\_\_\_\_ Dollars (\$\_\_\_\_\_) monthly commencing \_\_\_\_\_, 20\_\_\_\_ provided that all sums due hereunder shall be due and payable no later than \_\_\_\_\_, 20\_\_\_\_.

This note may be prepaid at any time without penalty. Notwithstanding any other provisions of this note or any other agreement between the above promissor(s) and Common Wealth or Ridge Side Co-op, all sums shall be due and payable no later than \_\_\_\_ years from the date hereof or upon termination of promissor's residence at the property for which the loan was taken, whichever occurs first.

Buyer shall be in default hereunder upon default in payment, as defined in §425.103 (2) Wis. Stats., or upon a failure to observe any other covenant of the credit transaction. Upon default, Seller, may, at its option, without notice declare the entire obligation remaining unpaid hereunder together with all sums then secured hereby, immediately due and payable unless notice and opportunity to cure is required by §425.105 Wis. Stats., in which case said amounts shall become immediately due and payable if the default (s) is not cured within the 15 day period allowed therein. After such acceleration Seller may exercise its right under the Wisconsin Consumer Act and such other laws as may be applicable to this transaction.

## TRUTH IN LENDING DISCLOSURES

ANNUAL RATE	FINANCE CHARGE	AMOUNT FINANCED	TOTAL PAYMENTS
The cost of your credit as a yearly rate:	The dollar amount the credit will cost you:	The amount of credit provided to you or on your behalf:	The amount you will have paid after you have made all payments as scheduled:
%	\$	\$	\$

Your payment schedule will be:

Number of payments:	Amount of payments:	When payments are due:
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Security: This agreement is secured.

Late charge: If a payment (other than the final payment) is not paid on or before the 10<sup>th</sup> day after it is due, you may be charged \$\_\_\_\_\_ or \_\_\_\_\_% of the unpaid amount, whichever is less.

Prepayment: If you pay off early, you may be entitled to a refund of part of the finance charge. You should see your contract documents for any additional information about nonpayment, default, and any required repayment in full before the scheduled date.

## PERSONS BOUND

"I," "you," and "your" includes each borrower who signs this Promissory Note and your obligations are joint and several. This Promissory Note benefits the lender, its successors and assigns, and binds me and my heirs, personal representatives, successors and assigns. I shall not permit an event of default to occur. I have received a completed copy of this agreement.

You have a right to receive a separate written itemization of the amount financed. If you wish this form, please check here \_\_\_\_.

### NOTICE TO CUSTOMER

(a) DO NOT SIGN THIS IF IT CONTAINS ANY BLANK SPACE.

(b) YOU ARE ENTITLED TO AN EXACT COPY OF ANY AGREEMENT YOU SIGN.

(c) YOU HAVE THE RIGHT AT ANY TIME TO PAY IN ADVANCE THE UNPAID BALANCE DUE UNDER THIS AGREEMENT AND MAY BE ENTITLED TO A PARTIAL REFUND OF FINANCE CHARGES.

Borrower's signature \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

Co-Borrower's signature \_\_\_\_\_

Date \_\_\_\_\_, 20\_\_\_\_

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## EMPLOYMENT VERIFICATION

Date: \_\_\_\_\_

Dear \_\_\_\_\_ :

I have applied for a downpayment loan through Common Wealth Development, Inc., administered by Ridge Side Co-op, and stated that I am currently employed by you. My signature below authorizes verification of this information.

Signature of applicant: \_\_\_\_\_

Name of applicant (please print) \_\_\_\_\_

Address of applicant \_\_\_\_\_

Please complete the following requested information and return it to Ridge Side Co-op:

Applicant's date of employment \_\_\_\_\_

Present position \_\_\_\_\_

Probability of continued employment \_\_\_\_\_

Current gross pay: \$ \_\_\_\_\_

Please check one:     hourly     weekly     biweekly     monthly

If paid hourly, please indicate average hours worked each week during the current and past year: \_\_\_\_\_

*Thank you very much for your cooperation.*

\_\_\_\_\_  
Employer's signature