Dealer/Contractor Application

Title I Property Improvement and Manufactured Home Loans

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0328
(exp. 10/31/2012)

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is being collected to permit more efficient risk management of the Title I loan portfolio as well as facilitate claims processing for loan defaults. The information provides a more comprehensive basis for evaluating Title I lender underwriting practices and thereby improving risk management of the loan portfolio and also enhances management's ability to determine appropriate policy changes affecting the Title I portfolio as a whole. Responses are required in order to obtain benefits. No assurance of confidentiality is provided.

Privacy Act Statement: The Department of Housing and Urban Development (HUD) is authorized to collect this information by Title I, section 2 of the National Housing Act (12 U.S.C. 1703), and the Housing and Community Development Act of 1987 (42 U.S.C. 3543). The information you provide will be used to assist HUD in accounting for and monitoring the use of Title I funds. HUD may conduct a computer match to verify the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators or prosecutors. However, the information will not be otherwise disclosed or released outside of HUD except as required or permitted by law. You must provide all the information requested, including the SSNs. Failure to provide any of the requested information may result in delay or rejection of your application.

Send this completed form to each lending institution with which you expect to do Title I business.

To (Name of Lending Institution)	**This application is submitted for approval in accordance with the regulations under Title I of the National Housing Act.**

Dealer's Trade Name	Date Established	Type of Business	Telephone Number

Present Address	Yrs. at Present Address

Previous Address	Yrs. at Previous Address

Ownership ☐ Individual ☐ Partnership ☐ Corporation	No. of Salespersons	Attach a separate sheet with name, address, Social Security Number and 5-year employment history for each salesperson.

Employment History of Owners, Principals and Officers. Provide five-year history for all owners, principals and/or officers. Attach separate sheets if necessary.

Name	Social Security Number	Title

Names & Addresses of Employers for past 5 Years	Type of Business	Dates of Employment

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Lending Institutions Financing Inventory and/or Purchasing Contracts Presently or Previously.

Name	Address	Floor Plan	Dis-count	Present	Previous	Dates (From/To)
				☐	☐	
				☐	☐	
				☐	☐	

Products or Types of Work to be Financed. (Attach descriptive literature.)

Trade Name	Manufacturer's Name	Address

Trade References. (Attach any warranty or guaranty given buyers.)

Name	Sales Area	No. of Branch Offices
Address	Additional Information	

Name	Sales Area	No. of Branch Offices
Address	Additional Information	

Name	Sales Area	No. of Branch Offices
Address	Additional Information	

I (we) hereby understand that I (we) am (are) fully responsible for the Title I activity of all my (our) sales personnel, that ethical and proper selling practices will be followed, and that immediate attention will be given to all complaints involving materials, workmanship or sales representations. If complaints are not resolved to the satisfaction of the borrower, lender and HUD, the contract will be repurchased by the Dealership or its successors or assigns. I (we) hereby certify that the above statements are true. I (we) understand this application remains the property of the lending institution, and if requested, will be furnished to the Department of Housing and Urban Development (HUD). I (we) also agree to give written notice within 30 days of any material change in trade name, places of business, type of ownership, type of business, or individuals who control or manage the business.

Authorized Official of Dealership (Name, Signature, & Date)

X

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 10,10012; 31 U.S.C. 3729, 3802)

For Use of Title I Lender

- ☐ Commercial Credit Report on Firm
- ☐ Consumer Credit Reports on Principals
- ☐ Current Financial Statement
- ☐ Net Worth Checked
- ☐ References Checked
- ☐ Previous Lenders Checked
- ☐ Firm, all Principals and Salespersons checked against precautionary list
- ☐ Copy of Contract Sales Agreement Received
- ☐ Sales Literature Received
- ☐ Applicant given copy of Dealer Guide

Place of Business Inspected by (signature & title)	Date

Remarks

This Dealer/Contractor Application has been approved after such investigation as we consider necessary to establish that the applicant is reliable, financially responsible and qualified to deliver and install satisfactorily the work or product to be financed and to provide proper service to the customer.

Approved by (signature & title)	Date