

## Home Improvement “Loan” Fund Requirements

1. Applicant(s) must be a Corinth resident and will be required to complete and file an application form, provided by the Loan Fund Committee. Applications are available at the Town Treasurer’s Office.
  - a. The Committee may require a co-signer if deemed necessary.
2. Applicant(s) must be within the approved financial guidelines set and approved by the Loan Fund Committee to qualify for a low interest loan, which is the WIC Income Eligibility Guidelines plus 33 1/2 %.
3. Funds must be used only for “home improvement” projects on property located in Corinth.
4. Maximum loan amount issued will be \$5,000.
5. No loan shall be issued for the payback period to exceed a maximum of 48 months.
6. Only one loan per applicant(s) may be maintained at any one time – (i.e. John Smith and Mary Jones have a current joint loan; neither John Smith nor Mary Jones may qualify for a second loan individually nor with another party as long as their name is associated in any way with a current outstanding loan).
7. Subordination agreements will not be granted.
8. Financial documentation such as the most current income tax return(s) and other sources of income may be required for review by the Committee members.
9. Current loan obligations, monthly expenses, and any other reasonable information may be required for review by the Committee members.
10. The applicant shall provide a file copy of adequate insurance to the Town upon receipt of the approved funds.
11. Subsequent loans will be considered on a loan-by-loan basis, only for grantees that had been in good standing and who have paid off their previous loans within the originally specified payment period, and upon receipt of evidence showing the improvement work that was already completed with previously provided funding.
12. Refinancing of a loan will be considered on a loan-by-loan basis, only for loans that are in good standing, and upon receipt of evidence showing the improvement work that was already completed with previously provided funding.

## Bylaws

1. The “Loan Fund Committee” shall be comprised of the Town Clerk, Town Treasurer, one Selectboard member as well as three community members appointed by the Selectboard. For the purpose of staggering terms there will be one – 1 year term; one – 2 year term and one – 3 year term. Subsequent terms for committee members will all be 3 year terms.
2. The Town Clerk shall be the Committee Secretary and the Town Treasurer shall be the Committee Treasurer. The minutes and financial records shall be kept at the Town Clerk/Treasurer’s Office. A Chairman shall be elected for a term of three years.
3. The Committee will meet annually in May each year and on an as needed basis.
4. A meeting may be called by any member of the Loan Committee to address and review loan applications, bylaw changes, etc.
5. A meeting of the Committee members shall be called to review any and all loan applications. A majority of the Loan Committee members is required for a quorum.
6. A quorum majority vote of the Loan Committee is required on any and all actions taken by the Committee - (i.e. – loan approvals/denials, bylaw changes, etc.)
7. The Selectboard shall be asked to replace any Loan Committee member(s) (other than the Town Clerk, Town Treasurer or Selectboard representative) missing three or more consecutive meetings.
8. Annual interest rate shall be 1%.

9. The Selectboard member is designated as the authorized person to sign the Mortgage Discharges.

File: Loan Require & Bylaws

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Revised 12/6/12

Revised 5/14/2019

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