



Main Office - Department of Housing
 264 Harbor Blvd., Building A Belmont, CA 94002-017

Housing Community Development
 Tel: (650) 802-5050

Housing Authority of the County of San Mateo
 Tel: (650) 802-3300

Board of Supervisors:

Dave Pine
 Noelia Corzo
 Ray Mueller
 Warren Slocum
 David Canepa

Director: Raymond Hodges
Deputy Director: Rose Cade

**FARM LABOR HOUSING LOAN PROGRAM
 NEW HOUSING APPLICATION**

Once you have reviewed the Farm Labor Housing Loan Program Guidelines, please read and complete this application. Any incomplete information will cause a delay in processing, and the application may be returned. If you need assistance, please contact Anthony Parenti at the Department of Housing by phone at (650) 802-3379 or via e-mail at aparenti@smchousing.org. Please fill out a separate application for each unit, if the units are not identical or are on separate parcels.

APPLICANT INFORMATION		
Applicant Name:		
<input type="checkbox"/> Private Landowner <input type="checkbox"/> Nonprofit Landowner <input type="checkbox"/> Public Agency Landowner		
Mailing Address:	City:	Zip:
Daytime Phone:	Email:	
Project Address:	City:	Zip:
Project APN Number: _ _ _ - _ _ _ - _ _ _	Type of units:	
Project Manager:		
Daytime Phone:	Email:	
HOUSING INFORMATION		
Name of Agricultural Operation:		
Name of Owner of Agricultural Operation:		
Mailing Address:	City:	Zip:
Type of Housing:	<input type="checkbox"/> Mobile home <input type="checkbox"/> Single-family house <input type="checkbox"/> Multi-family house	
Number of units for which funding is being requested:		

REQUIRED SUPPORTING DOCUMENTATION

<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government Entity	<input type="checkbox"/> Private Party	<input type="checkbox"/> Other: _____
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After the site visit is complete, please submit ONE copy of the following documents based on the box you check above. Please label each document with the corresponding attachment numbers.

ALL APPLICANTS	
<input type="checkbox"/>	1. Proof of ownership.
<input type="checkbox"/>	2. Proof of income for the farmworker(s), such as payroll report or tax documentation, if available (please note that documentation regarding proof of income for other members of the farmworker's household may be requested).
<input type="checkbox"/>	3. Documentation of rent and other housing expenses paid by tenant(s), such as a lease agreement or payroll deduction, if available.
<input type="checkbox"/>	4. Property Description.
Additional documentation for PRIVATE PARTY applicants	
<input type="checkbox"/>	5a. Copy of Bylaws.
<input type="checkbox"/>	6a. Articles of incorporation (required for corporate entities only).
<input type="checkbox"/>	7a. Profit and loss statement.
<input type="checkbox"/>	8a. Certificate of registration with the California Secretary of State (corporations, LLCs, and limited partnerships).
Additional documentation for NON-PROFIT applicants	
<input type="checkbox"/>	5b. Resolution authorizing application and designation of signatory by the Board of Directors.
<input type="checkbox"/>	6b. Proof of 501(c)3 / tax-exempt status.
<input type="checkbox"/>	7b. Copy of Bylaws.
<input type="checkbox"/>	8b. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and Management letters
Additional documentation for GOVERNMENT ENTITY applicants	
<input type="checkbox"/>	5c. Resolution authorizing application and designation of signatory by the governing body.
<input type="checkbox"/>	6c. Certified financial audit no more than 1 fiscal year old, prepared by a CPA, and Management letters