

Exhibit B. Credit Memo Template

The following Credit Memo form will be printed on MHTF's letterhead.

Credit Memo

1. MHTF INFORMATION			
Date Presented: _____		Loan Rating: _____	
Lending Staff: _____		Referral Source: _____	
2. APPLICANT INFORMATION			
Applicant Name: _____			
Contact Name And Title: _____			
Street Address: _____			
City And State: _____			
Zip Code: _____			
Telephone Number: _____			
Fax Number: _____			
Email Address: _____			
Officers/Principals:	Name _____	Address _____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Government Entity <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Dividend Entity <input type="checkbox"/> Applicant Status: Other _____			
3. PROJECT INFORMATION			
Project Name: _____			
Street Address: _____			
City and State: _____			
Zip Code: _____			
County: _____			
Anticipated Construction Start Date _____			
Anticipated Occupancy Date _____			
4. ACTIVITY TYPE			
Select All that Apply:	Acquisition <input type="checkbox"/>	Predevelopment <input type="checkbox"/>	Infrastructure <input type="checkbox"/>
	Construction <input type="checkbox"/>	Rehab <input type="checkbox"/>	Mortgage Buy down <input type="checkbox"/>
5. UNIT TYPE			
Select All that Apply:	Homeownership <input type="checkbox"/>	Rental <input type="checkbox"/>	Mixed Use (includes commercial) <input type="checkbox"/>
	Single Family <input type="checkbox"/>	Multi Family <input type="checkbox"/>	Transitional <input type="checkbox"/>

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6. HOUSING UNITS																																															
The Recipient shall create (number) _____ housing units, of which (number) _____ will be affordable to very low income households, (50% of median and below) (number) _____ will be affordable to low income households, (51% to 80% of median) (number) _____ will be affordable to moderate income households, (81% to 120% of median) and (number) _____ will be market rate. (121% and above)																																															
7. MHTF FINANCED HOUSING UNITS																																															
MHTF will finance (number) _____ very-low income units, (50% of median and below) (number) _____ low-income units, (51% to 80% of median) (number) _____ moderate-income units, (81% to 120% of median)																																															
8. LOAN DESCRIPTION																																															
Loan Type: _____ Loan Amount: _____ Interest Rate: _____ Fees: _____ Other Charges: _____			Note: _____ Amortization Schedule Attached <input type="checkbox"/> YES <input type="checkbox"/> NO Debt Service Coverage Ratio: _____ Source of Repayment: _____ Secondary Source: _____																																												
9. SOURCE OF FUNDS																																															
Source(s) of Funds <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Source</td> <td style="width: 10%;">Amount</td> <td style="width: 10%;">\$</td> <td style="width: 10%;">Committed</td> <td><input type="checkbox"/></td> <td style="width: 10%;">Anticipated</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Source</td> <td>Amount</td> <td>\$</td> <td>Committed</td> <td><input type="checkbox"/></td> <td>Anticipated</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Source</td> <td>Amount</td> <td>\$</td> <td>Committed</td> <td><input type="checkbox"/></td> <td>Anticipated</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Source</td> <td>Amount</td> <td>\$</td> <td>Committed</td> <td><input type="checkbox"/></td> <td>Anticipated</td> <td><input type="checkbox"/></td> </tr> <tr> <td colspan="7" style="text-align: right;"><i>List additional sources on separate sheet.</i></td> </tr> <tr> <td colspan="7" style="text-align: right;">Total Sources: \$ _____</td> </tr> </table>						Source	Amount	\$	Committed	<input type="checkbox"/>	Anticipated	<input type="checkbox"/>	Source	Amount	\$	Committed	<input type="checkbox"/>	Anticipated	<input type="checkbox"/>	Source	Amount	\$	Committed	<input type="checkbox"/>	Anticipated	<input type="checkbox"/>	Source	Amount	\$	Committed	<input type="checkbox"/>	Anticipated	<input type="checkbox"/>	<i>List additional sources on separate sheet.</i>							Total Sources: \$ _____						
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11. COLLATERAL																																															
Description and Lien Position		Valuation	Less: Priors Lien(s)	Discounted Value																																											
(1)	_____	_____	_____	_____																																											
(2)	_____	_____	_____	_____																																											
(3)	_____	_____	_____	_____																																											
(4)	_____	_____	_____	_____																																											
12. GUARANTORS																																															
Name		Address	Amount and Comments																																												
_____ _____ _____		_____ _____ _____	_____ _____ _____																																												
13. PROJECTED IMPACT																																															
Leveraged Funds Other Social Impacts																																															
14. STRENGTHS																																															

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1.
2.
3.
4.

15. WEAKNESSES

1.
2.
3.
4.

16. CREDIT POLICY EXCEPTIONS

1.
2.
3.
4.

17. RECOMMENDED CONDITIONS TO CLOSING

1.
2.
3.
4.

18. ADDITIONAL TERMS AND CONDITIONS

IF LOAN COMMITTEE APPROVAL IS REQUIRED

Members Voting _____ Approve Deny

IF BOARD OF DIRECTORS APPROVAL IS REQUIRED

Members Voting _____ Approve Deny

REQUIRED SIGNATURES

Signature

Title

Date
