

# SMALL LANDLORD LOAN PROGRAM (SLLP)

## ELIGIBILITY CHECKLIST

The Small Landlord Loan Program (SLLP) was created by the Philadelphia Redevelopment Authority (PRA) in collaboration with the Philadelphia Department of Licenses & Inspections (“L&I”), the Philadelphia Department of Public Health (“PDPH”), and the Philadelphia Fair Housing Commission (“PFHC”) to provide affordable repair loans to borrowers who own 10 or fewer units.

To apply for a SLLP loan, landlords must reflect that they meet Program Eligibility Criteria. Please follow the directions below and submit the following items to PRA staff: loan prequalification, tenant income verification, current rental license, L&I inspection, lead safe certificate, and fair housing training certificate/lease.

1. **Loan prequalification:** Set up an appointment with a participating lender to determine how much you are likely to be prequalified for by contacting xxx at (xxx) xxx-xxxx or [xxx@xxxx.com](mailto:xxx@xxxx.com).

A. Lender name:

B. Lender prequalification amount:

C. Prequalification date:

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*Lender signature*

*Date*

2. **Tenant Income Verification:** Units to be repaired with loan dollars must be rented affordably to tenants with incomes below 100% of the Area Median Income (AMI). See attached AMI chart for income levels. Please certify the incomes of tenants renting units to be repaired with loan dollars and their monthly rents.

Unit number: \_\_\_\_\_

Tenant annual income: \_\_\_\_\_

Monthly rental payment: \_\_\_\_\_

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*Landlord signature*

*Date*

3. **Rental License:**

I have attached a current rental license.

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*Landlord signature*

*Date*

4. **L&I Inspection:** Contact xxx at (xxx) xxx-xxxx or [xxx@xxxx.com](mailto:xxx@xxxx.com) to schedule an L&I inspection of each unit that you are interested in repairing with loan dollars.

A. Date of inspection:

B. Inspector information

i. Name:

ii. Phone Number:

iii. Email Address:

C. Inspection results:

I certify that no code violations were identified.

I certify that code violations were identified, and a checklist of open violations was provided to the landlord.

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*Inspector signature*

*Date*

D. Landlord sign-off

If approved for a SLLP Repair Loan, I agree to carry out the necessary repairs to close all open code-violations identified by L&I.

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*Landlord signature*

*Date*

5. **Fair Housing Commission Certificate:** Contact xxx at (xxx) xxx-xxxx or [xxx@xxxx.com](mailto:xxx@xxxx.com) to schedule a Fair Housing Training.

- Tenants renting units to be repaired with loan dollars have a lease that was reviewed by the Fair Housing Commission and a copy of the lease is attached to this packet.
- Landlord attended a Fair Housing Training.

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*Fair Housing Commission Signature*

*Date*

6. **Lead Safe Certificate:** If you do not have a lead safe certificate, contact xxx at (xxx) xxx-xxxx or [xxx@xxxx.com](mailto:xxx@xxxx.com) to schedule a full lead inspection of each unit that you are interested in repairing with loan dollars. **Prior to scheduling an appointment with the Health Department for a full lead inspection, carry out a dust wipe test and have your results ready for the inspector.**

- Unit is lead free or lead safe and the certificate is attached.
- Lead is present in unit. If approved for a SLLP Repair Loan, I agree to carry out the necessary repairs to attain a lead safe certification.

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*Landlord signature*

*Date*

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*Health department signature*

*Date*

7. **PRA Program Eligibility Review:** Contact xxx at (xxx) xxx-xxxx or [xxx@xxxx.com](mailto:xxx@xxxx.com) to schedule a Program Eligibility Review.

The Landlord is missing one of the following items necessary to meet the SLLP Program Eligibility Criteria:

1. Was not prequalified by a participating lender;
2. Tenants renting units to be repaired do not meet the income eligibility and/or affordable rent requirements of SLLP;
3. Does not have a current rental license;
4. Has not had an L&I inspection;
5. Unit is not lead safe; and/or
6. Has not attained a fair housing training certificate.

The Landlord meets the SLLP Program Eligibility Criteria.

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*PRA Signature*

*Date*