

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. APLICANT INFORMATION		
Applicant Name: _____		
Contact Name And Title: _____		
Street Address: _____		
City And State: _____		
Zip Code: _____		
Telephone Number: _____		
Fax Number: _____		
Email Address: _____		
Officers/Principals:	Name	Address
_____	_____	_____
_____	_____	_____
Applicant Status: <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"/> 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"/>
	Construction <input type="checkbox"/>	Rehab <input type="checkbox"/>
		Infrastructure <input type="checkbox"/>
		Mortgage Buy down <input type="checkbox"/>
5. UNIT TYPE		
Select All that Apply:	Homeownership <input type="checkbox"/>	Rental <input type="checkbox"/>
	Single Family <input type="checkbox"/>	Multi Family <input type="checkbox"/>
		Mixed Use (includes commercial) <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: _____		Note: _____	
Loan Amount: _____	Amortization Schedule Attached	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Interest Rate: _____	Debt Service Coverage Ratio: _____		
Fees: _____	Source of Repayment: _____		
Other Charges: _____	Secondary Source: _____		
9. SOURCE OF FUNDS			
Source(s) of Funds			
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: \$ _____	
10. USES OF FUNDS			
Use(s) of Funds			
Use _____	Amount \$ _____		
Use _____	Amount \$ _____		
Use _____	Amount \$ _____		
Use _____	Amount \$ _____		
<i>List additional uses on separate sheet.</i>		Total Uses: \$ _____	
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	_____ <input type="checkbox"/> Approve <input type="checkbox"/> Deny	
IF BOARD OF DIRECTORS APPROVAL IS REQUIRED		
Members Voting	_____ <input type="checkbox"/> Approve <input type="checkbox"/> Deny	
REQUIRED SIGNATURES		
Signature	Title	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____