



## Conservation Sewer Loan Program Residential Fact Sheet

The City of Tacoma offers low-interest loans with terms of up to 10 years for residential sewer and storm water conservation projects.

### Eligibility

- Project location must be within the boundaries of the City of Tacoma.
- Project must meet Environmental Services Conservation Loan Program eligibility requirements.
- Loans are available for existing residential properties. New construction is not eligible.
- The applicant must have a good credit history with Tacoma Public Utilities. A current credit report with score is also required.

### How the Process Works

- Obtain Bid Estimates of the project costs from licensed contractors. (Minimum of 2 bids for comparison purposes.)
- Homeowners must complete and return the application form with the other requested documents.
- Environmental Services will evaluate the application and the applicant's credit history.
- The applicant(s) is generally notified within seven to ten business days if the application is accepted.
- The project is completed and a final invoice submitted to the City.
- Loan documents are prepared for signature and notarization.
- Upon receipt of executed loan documents, the City will close out your loan and issue a two-party check to the borrower and contractor. The check will be mailed to the borrower.

**Please note:** You must apply and be approved before the project is completed. Loan disbursement will not take place until project completion is verified by Environmental Services.

### Loan Security and Fees

- Loans may be made for up to 90% of the estimated project cost.
- Loans must be secured by a sufficient security interest (lien) on the project property.
- A \$200.00 fee is charged when the loan closes, to cover the cost of filing and releasing the lien. The fee will be included in your loan amount.
- The rate of interest is 2% below the Prime rate published on the date the loan agreement is signed, with a minimum rate of 4%.
- The minimum residential loan amount is \$1,000 and the maximum is \$10,000.
- Multi-family properties must apply for a commercial loan if the project cost is greater than \$10,000.00.

### Required Documentation

- Loan application, completed and signed by each homeowner.
- Release form, completed and signed by each homeowner.
- Proof of income for each homeowner. This may be a copy of recent pay stubs (minimum of 2), direct deposit records for pension or social security, etc.
- Copy of (minimum of 2) bid estimates; be sure to indicate which contractor you would like to proceed with.

### Other Items Considered

- Real Property Tax Assessment. Staff will verify the assessed value of your property to insure sufficient equity exists. Staff will also verify the property taxes are current.
- Credit history with Tacoma Public Utilities. Staff will verify that you have an acceptable credit history with Utilities.
- Copy of recorded deed, providing a legal description and proof of ownership. City staff may be able to obtain this directly from Pierce County, but will contact you prior to processing your loan if they are unable to retrieve a deed or if the property reflects different ownership.

### Additional Documents

In some cases, additional documents may be needed:

- If one of the owners is deceased, a copy of the death certificate is required. You may obtain a copy from the Tacoma-Pierce County Health Department, Office of Vital Statistics, 3629 South D Street, Tacoma WA 98418. Their phone number is (253) 649-1402.
- If the owners are divorced, a copy of the recorded dissolution stating that the applicant has been awarded the property is needed. You may obtain a copy from the Pierce County Clerk's Office, 930 Tacoma Avenue S., Room 110, Tacoma WA 98402. Their phone number is (253)798-7717 .
- If the owner has remarried, a copy of the marriage certificate is required. You may obtain a copy from the Pierce County Auditor's Office. 2401 South 35<sup>th</sup> Street, Tacoma, WA 98409. Their phone number is (253) 798-7435.

- If one of the owners is not present, a copy of a power attorney must be recorded with the Pierce County Auditor to be valid. Contact the Pierce County Auditor's Office, 2401 South 35<sup>th</sup> Street, Tacoma WA 98409 for assistance. Their phone number is (253) 798-7440.
- If the property is professionally managed, a copy of the property management agreement is required.
- If the property has been short-platted or subdivided since you purchased it, a recorded copy of those documents is required. You may obtain a copy from the Pierce County Auditor's Office. 2401 South 35<sup>th</sup> Street, Tacoma, WA 98409. Their phone number is (253) 798-7440.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or a part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.

### Contacts

If you have questions about the loan requirements or need assistance with the application form, please contact:

Conservation Sewer Loans  
C/O Environmental Services Dept.  
2201 Portland Avenue (P-1)  
Tacoma WA 98421  
Phone: (253) 502-2255  
Email:sseivert@cityoftacoma.org