



Delaware Department of Natural Resources and Environmental Control  
Environmental Finance

**Low-Interest Septic System Loan  
Application Package**

Dear Applicant(s):

Thank you for your interest in our program. Before you begin the application, please review the qualifications below and read the terms to make sure you understand your obligations. Next, complete the application and include a check or money order for \$11 for individual or \$14 for married applicants made payable to DNREC-SRF Program. The application fee is non-refundable.

**Qualifications:**

1. Your property must be located in Delaware.
2. There must be an existing failing system in use or that has been in use within the last 12 months on the property. This may include a cesspool, holding tank, or outhouse.
3. Your property cannot currently hold a Reverse Mortgage.
4. Your income must fall within the limits listed in one of the income-charts in this package.

**Terms of Agreement:**

1. This is a mortgage loan; your property will be used as security for this loan.
2. During the loan process we will be paying certain costs incurred to process your application. Costs may include the following: appraisal, lien search, survey, recording fee, site evaluation, design, permit, contractual services fee, and others as required. When your loan is closed we will be reimbursed for those costs from the loan proceeds. If you choose not to close the loan or the loan is turned down, you will be responsible for all costs incurred.
3. Everyone on the deed to your property must sign the loan application.

Note: Program requirements and guidelines are subject to change. Income guidelines are updated yearly.

I heard about this program through: \_\_\_\_\_  
\_\_\_\_\_

Please read and sign below indicating that you have read and understand the information presented above. Include this sheet with your application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Co-Applicant

## **Additional Applicant Information:**

Regulations may require you to abandon your septic system and connect to a central sewer system if a system becomes available in your area. If you connect to a central sewer system you will be required to fulfill your septic loan obligations. You should check to determine if any plans exist in your area for a central sewer system.

Program loans can cover the cost of planning and installing the septic system including:

- Septic system design and construction
- Site evaluation
- Permit fees
- Well relocation if required as a condition of the septic permit
- Abandonment of old system

The program does not cover:

- Pump outs of your existing system
- Service and maintenance
- New construction or projects with construction already taking place

A **Zoning Certificate** can be obtained at the following locations for a fee:

### **A. Kent County**

#### **Zoning and Tax Map Verification Form**

Tax Map Verification  
Administrative Complex  
555 Bay Road  
Dover, DE 19901  
(302) 744-2452

### **B. Sussex County**

#### **Planning & Zoning Certificate of Zoning Approval Form**

Planning & Zoning Commission  
Sussex County Courthouse, Room 112  
Georgetown, DE 19947  
(302) 855-7878

**Additional Applicant Information:**

**2018 INCOME GUIDELINES: (3% Loan)**

| Household Members | Sussex County | Kent County | New Castle County |
|-------------------|---------------|-------------|-------------------|
| 1                 | \$55,315      | \$56,695    | \$70,380          |
| 2                 | \$63,250      | \$64,860    | \$80,500          |
| 3                 | \$71,185      | \$72,910    | \$90,505          |
| 4                 | \$79,005      | \$80,960    | \$100,510         |
| 5                 | \$85,330      | \$87,515    | \$108,560         |
| 6                 | \$91,655      | \$93,955    | \$116,610         |
| 7                 | \$97,980      | \$100,395   | \$124,660         |
| 8                 | \$104,305     | \$106,950   | \$132,710         |

**Income Limits (6% Loan)**

|  | Sussex County | Kent County | New Castle County |
|--|---------------|-------------|-------------------|
|  | < \$104,305   | < \$106,950 | < \$132,710       |

\* These income levels are established by HUD and may change annually.

# Applicant Checklist

## Please include the following:

- Signed "Terms of Agreement"
- Signed "Authorization to Release Information"
- A completed application signed by everyone whose name is on the deed
- Credit fee of \$11 per individual or \$14 married applicants
  
- A copy of your property appraisal (dated within 2 years); if unavailable or older than 2 years a property appraisal can be obtained through the Environmental Finance office.
- Copy of the Recorded Property Deed
- Copy of Plot Map or Land Survey
- Zoning Certificate (see locations listed on page 2)
- Copy of Homeowner's Insurance

### Verification of all income:

- If self-employed: provide 3 years of taxes including all Schedules
- If employed: provide two most recent paystubs, and current tax return.
- Social Security: provide most recent Award letter, most recent bank statement, and current tax return.
- Disability: provide most recent Award letter, most recent bank statement, and current tax return.
- Retirement Income (Including Pension, Annuities and 401k: provide most recent statement and current tax return).
- Child Support or Alimony: provide court order

All information will be used solely for the purpose of evaluating your application.

Please mail application and documents to:

**DNREC/Environmental Finance  
Enterprise Park  
ATTN: Jessica Velazquez/Loan Management Officer  
97 Commerce Way Suite 106  
Dover, DE 19904**

If you have any questions, concerns, or need help filling out the application, please call the office at (302) 739-9941 to schedule an appointment.

First State Community Action Agency also has offices with program specialists available to help with filling out applications or obtaining necessary documents.

### **Dover area:**

#### **First State Community Action Agency**

655 S. Bay Rd., Suite 4J  
Dover, DE 19901  
302-674-1355 (Office)

### **Georgetown area:**

Bruce Wright or  
Michelle A. Johnson

#### **First State Community Action Agency**

308 North Railroad Ave.  
Georgetown, DE 19947  
302-856-7761 ext. 111

DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL  
(DNREC)

SEPTIC REHABILITATION LOAN PROGRAM (SRLP)  
SEPTIC EXTENDED FUNDING OPTION (SEFO)

**SRLP and SEFO LOAN PROGRAM**

**ACKNOWLEDGEMENT OF LOAN FEE OBLIGATION**

During the loan process, DNREC - Environmental Finance will be paying certain costs incurred to process your application. When your loan is closed, the actual incurred application processing expenses will be reimbursed from the proceeds of your septic system loan. If, by your choice, you do not go through with the loan after these fees are paid on your behalf, you will be responsible to pay for all costs incurred. Below are the terms of the Loan Fee Obligation.

**I. Promise to pay**

I agree to pay DNREC - Environmental Finance the actual costs incurred at a loan rate of 0%.

**II. Repayment**

I agree to pay 12 consecutive monthly installments at 0% interest. The first payment will be due 30 days from the loan cancellation or the loan denial date. All payments will be applied to principal balance. If the loan is paid off early, there will be no prepayment penalty.

**III. Default**

In the event of a default in the payment of the Loan Fee Obligation, the unpaid balance will be referred to the State of Delaware Department of Revenue for collection through their **Tax Refund Intercept** and Lottery Intercept Programs. Through an agreement with the Department of Revenue and DNREC, the Division of Revenue will intercept any future tax refunds and lottery winnings to settle the amount owed. The Department of Revenue is further authorized to take any action deemed necessary to collect this debt.

**I hereby acknowledge receipt of this Loan Fee Obligation disclosure. This disclosure shall be declared null and void after a SRLP or SEFO loan has been closed, and a property mortgage lien has been recorded for the below signed loan applicant(s).**

\_\_\_\_\_  
**Applicant Print Full Name**

\_\_\_\_\_  
**Co-Applicant Print Full Name**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Co-Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**Below are the included estimated Loan Fees.**

The following is a good faith estimate of fees that may be incurred while processing your loan. Any applicable fees will be added to your loan.

| Description  | New Castle County | Kent County | Sussex County |
|--|-------------------|-------------|---------------|
| Lien Search  | \$95.00           | \$95.00     | \$95.00       |
| Broker's Opinion of Value/Appraisal (In some cases a past appraisal may be used, if acceptable a new BOV/Appraisal may not be necessary) | \$350.00          | \$350.00    | \$225.00      |
| Document Recording Fees  | \$139.00          | \$111.00    | \$103.00      |
| Coupon Payment Books   | \$35.00           | \$35.00     | \$35.00       |

The following fees are charged if we have the soil testing and septic design done for you. Soil testing and septic designs are required for all septic systems. You have the option to obtain these services on your own.

| Description   | Fee                   |
|---|-----------------------|
| Site Evaluation Review Fee                                      | \$75.00               |
| Septic System Design  | \$350.00 - \$1,075.00 |
| Septic Permit Fee   | \$50.00 - \$115.00    |
| Site Evaluation   | \$474.00 - \$1,500.00 |
| In some cases a survey may be required at an additional charge. | \$400-\$1,200         |
|   |                       |

Fees are estimates only; actual charges may be more or less.

**Septic System Rehabilitation Loan Program  
Authorization to Release Information**

- 1. I/We authorize you to provide to DNREC/Environmental Finance any and all information and documentation that they request. Information requested may include, but is not limited to, employment history, account status, account balances, and credit history. All information will be used to evaluate my loan application and will be kept confidential.
  
- 2. A copy of this authorization may be accepted as an original.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Co-Borrower's Signature

\_\_\_\_\_  
Social Security Number



State of Delaware  
Department of Natural Resources & Environmental Control  
Office of the Secretary  
Enterprise Business Park  
97 Commerce Way, Suite 106  
Dover, Delaware 19904

Environmental Finance

Telephone: (302)739-9941  
FAX: (302)739-2137

## Delaware Water Pollution Control Revolving Loan Fund Septic System Rehabilitation Loan Program

### Waiver of Bid Requirement

**Please select one of the following bidding options.**

**Option 1:** You may select a licensed septic system installer of your choice. By selecting an installer, a Program representative **will not** solicit a licensed septic system installer on your behalf. A list of licensed septic system installers can be obtained by contacting the Environmental Finance office at 302-739-9941.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Co-Borrower

**Please provide your selected Licensed Installer** \_\_\_\_\_

**OR**

**Option 2:** A Program representative **will solicit** three septic system installers on your behalf. If you chose this option, you will not be permitted to select an outside contractor and must adhere to the lowest responsible bid.

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Co-Borrower

**Please sign designating your choice and return. Thank you.**



# SEPTIC REHABILITATION LOAN APPLICATION

|                     |                 |                 |                         |                                 |
|---------------------|-----------------|-----------------|-------------------------|---------------------------------|
| ADDRESS OF PROPERTY |                 | DATE PURCHASED  | CASH DOWN PAYMENT<br>\$ | PURCHASE PRICE<br>\$            |
| OWNER OF PROPERTY   |                 | PROPERTY TYPE:  |                         | PRESENT VALUE OF PROPERTY<br>\$ |
| YEAR HOUSE BUILT    | NUMBER OF ROOMS | NO. OF BEDROOMS | NO. OF BATHROOMS        | GARAGE OR CARPORT               |
| Family Room or Den? | Basement?       | Central Air?    |                         | GROSS LIVING AREA (SQ/FT)       |

## BORROWER

|  |  |   |   |  |                                       |
|--|--|---|---|--|---------------------------------------|
| NAME   |  | DATE OF BIRTH   | MARRIED<br><input type="checkbox"/>   | UNMARRIED<br><input type="checkbox"/>  | SEPARATED<br><input type="checkbox"/> |
| NAME AND ADDRESS OF EMPLOYER   |  | PRESENT ADDRESS (IF DIFFERENT FROM ABOVE)<br>NO. OF YEARS _____<br>STREET<br>CITY / STATE / ZIP<br>COUNTY |   | FORMER ADDRESS (IF LESS THAN 2 YEARS AT PRESENT ADDRESS)<br>NO. OF YEARS _____<br>STREET<br>CITY / STATE / ZIP<br>COUNTY |                                       |
| POSITION TITLE   | TYPE OF BUSINESS                             |   | DEPENDENTS<br>NO. ____<br>AGES: _____   | NUMBER OF HOUSEHOLD MEMBERS  |                                       |
| YEARS EMPLOYED IN THIS LINE OF WORK OR PROFESSION<br>_____   | BUSINESS PHONE                               |   | NAME AND ADDRESS OF NEAREST RELATIVE NOT LIVING WITH YOU:<br><br><br><br><br><br><br>HOME PHONE<br><br>RELATIONSHIP |  |                                       |
| YEARS ON THIS JOB _____  | HOME PHONE                      MOBILE PHONE |   |   |  |                                       |
| SELF EMPLOYED _____  | EMAIL  |   |   |  |                                       |
| GROSS MONTHLY INCOME<br>EMPLOYMENT INCOME \$ _____<br>OTHER INCOME \$ _____<br>TOTAL INCOME \$ _____ |  | LIST OTHER INCOME:  |   |  |                                       |
| <b>IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO YEARS, COMPLETE THE FOLLOWING:</b>              |  |   |   |  |                                       |
| PREVIOUS EMPLOYER / CITY, STATE  |  | TYPE OF BUSINESS / POSITION / TITLE   |   | DATES FROM / TO  | MONTHLY INCOME                        |

## CO--BORROWER

|                              |  |   |                                     |  |                                       |
|------------------------------|--|---|-------------------------------------|--|---------------------------------------|
| NAME                         |  | DATE OF BIRTH   | MARRIED<br><input type="checkbox"/> | UNMARRIED<br><input type="checkbox"/>  | SEPARATED<br><input type="checkbox"/> |
| NAME AND ADDRESS OF EMPLOYER |  | PRESENT ADDRESS (IF DIFFERENT FROM ABOVE)<br>NO. OF YEARS _____<br>STREET<br>CITY / STATE / ZIP<br>COUNTY |                                     | FORMER ADDRESS (IF LESS THAN 2 YEARS AT PRESENT ADDRESS)<br>NO. OF YEARS _____<br>STREET<br>CITY / STATE / ZIP |                                       |

CONTINUED ON NEXT PAGE...

**CO-BORROWER (CON'T)**

|  |                           |   |
|--|---------------------------|---|
| <b>POSITION / TITLE</b>  | <b>TYPE OF BUSINESS</b>   | <b>DEPENDENTS</b><br>NO. ____ AGES: _____ |
| <b>YEARS EMPLOYED IN THIS LINE OF WORK OR PROFESSION</b> _____<br><br>YEARS ON THIS JOB _____<br><br>SELF EMPLOYED _____ | <b>BUSINESS PHONE</b>     |   |
|  | <b>HOME PHONE</b>         | <b>MOBILE PHONE</b>                       |
|  | <b>EMAIL</b>              |   |
| <b>GROSS MONTHLY INCOME</b><br><br>EMPLOYMENT INCOME \$ _____<br><br>OTHER INCOME \$ _____<br><br>TOTAL INCOME \$ _____  | <b>LIST OTHER INCOME:</b> |   |
|  |                           |   |
|  |                           |   |
|  |                           |   |

**IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO YEARS, COMPLETE THE FOLLOWING:**

|                                 |                                     |                 |                |
|---------------------------------|-------------------------------------|-----------------|----------------|
| PREVIOUS EMPLOYER / CITY, STATE | TYPE OF BUSINESS / POSITION / TITLE | DATES FROM / TO | MONTHLY INCOME |
|                                 |                                     |                 |                |

**DEBTS: LIST ALL FIXED OBLIGATIONS AND INSTALLMENT ACCOUNTS. IF MORE SPACE IS NEEDED LIST ON ATTACHED SHEET.**

|   | B- BORROWER<br>C- CO-BORROWER | CREDITOR'S NAME<br>AND ADDRESS  | ACCOUNT<br>NUMBER | DATE<br>INCURRED | ORIGINAL<br>AMOUNT | PRESENT<br>BALANCE | MONTHLY<br>PAYMENT | AMOUNT<br>PAST DUE |  |
|---|-------------------------------|---------------------------------|-------------------|------------------|--------------------|--------------------|--------------------|--------------------|--|
| REAL ESTATE:  |                               |                                 |                   |                  | \$                 | \$                 | \$                 | \$                 |  |
|   |                               |                                 |                   |                  |                    |                    |                    |                    |  |
| AUTO LOANS:   |                               |                                 |                   |                  |                    |                    |                    |                    |  |
|   |                               |                                 |                   |                  |                    |                    |                    |                    |  |
| CREDIT CARDS:   |                               |                                 |                   |                  |                    |                    |                    |                    |  |
|   |                               |                                 |                   |                  |                    |                    |                    |                    |  |
| OTHER:  |                               |                                 |                   |                  |                    |                    |                    |                    |  |
|   |                               |                                 |                   |                  |                    |                    |                    |                    |  |
| <b>LIST ANY ADDITIONAL NAMES UNDER WHICH CREDIT HAS PREVIOUSLY BEEN RECEIVED:</b> |                               | REAL ESTATE TAXES AND INSURANCE |                   |                  |                    |                    | ➔                  |                    |  |
|   |                               | TOTAL MONTHLY OBLIGATIONS       |                   |                  |                    |                    | ➔                  |                    |  |

**THESE QUESTIONS APPLY TO THE BORROWER AND CO-BORROWER, PLEASE EXPLAIN ANY "YES" ANSWERS ON AN ATTACHED SHEET.**

|   |                          |                          |  |                          |                          |
|---|--------------------------|--------------------------|--|--------------------------|--------------------------|
|   | BOR.<br>YES / NO         | CO-BOR.<br>YES / NO      |  | BOR.<br>YES / NO         | CO-BOR.<br>YES / NO      |
| ARE THERE ANY OUTSTANDING JUDGEMENTS AGAINST YOU?   | <input type="checkbox"/> | <input type="checkbox"/> | ARE YOU OBLIGATED TO PAY ALIMONY, CHILD SUPPORT OR SEPARATE MAINTENANCE? | <input type="checkbox"/> | <input type="checkbox"/> |
| HAVE YOU BEEN DECLARED BANKRUPT WITHIN THE PAST SEVEN (3) YEARS?  | <input type="checkbox"/> | <input type="checkbox"/> | DO YOU CURRENTLY HAVE HOMEOWNERS INSURANCE?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| HAVE YOU HAD PROPERTY FORECLOSED UPON OR GIVEN TITLE OR DEED IN LIEU THEREOF IN THE PAST SEVEN (7) YEARS? | <input type="checkbox"/> | <input type="checkbox"/> | IS YOUR SEPTIC SYSTEM CURRENTLY IN USE?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| ARE YOU A PARTY TO A LAW SUIT?  | <input type="checkbox"/> | <input type="checkbox"/> | DO YOU CURRENTLY HAVE A REVERSE MORTGAGE?                                | <input type="checkbox"/> | <input type="checkbox"/> |

**IMPORTANT – APPLICANT(S) READ BEFORE SIGNING**

I, WE UNDERSTAND THAT KNOWINGLY MAKING ANY FALSE STATEMENT CONCERNING THIS LOAN APPLICATION WILL RESULT IN A REJECTION OF THE LOAN.

|                             |             |                                |             |
|-----------------------------|-------------|--------------------------------|-------------|
| <b>BORROWER'S SIGNATURE</b> | <b>DATE</b> | <b>CO-BORROWER'S SIGNATURE</b> | <b>DATE</b> |
|                             |             |                                |             |