

City of Saint Paul 4d Affordable Housing Incentive Program

New Property Applicant Checklist

Please see the [4d Program webpage](#) for the deadline for application submission. All application materials are due by that date. Incomplete applications will not be processed.

Application Requirements

1. Review the 4d Program Guidelines, available at stpaul.gov/4d.
2. All applicants locate the following information to be used throughout the application:
 - Property PIN from [Ramsey County Beacon](#): _____
 - Complete property address from Ramsey County Beacon:

 - Property **owner** from Ramsey County Beacon: _____
 - Fee owner** (if listed separately) from Ramsey County Beacon: _____
 - Property Certificate of Occupancy Grade from [Saint Paul Dept of Safety & Inspections](#): _____
 - Monthly base rents (in effect as of December 31 of the current calendar year) for all units to be designated as 4d/LIRC units
3. All applicants submit the following materials:
 - [Online 4d application form](#)
 - 4d Rent Roll form, available at the [4d Documents Webpage](#) (Note: Please use one of the following three Rent Roll forms for your property's specific number of units.)
 - Single Family Home (1 Unit Property)
 - Duplex (2 Unit Property)
 - Multifamily (3+ Unit Property)

Special Cases

Businesses

If the property is owned by a business entity, please submit:

- Articles of Organization and an Operating Agreement, or other applicable organizational documents that show the individual(s) that have authority to sign on behalf of the entity, if available.

Trusts

If the property is owned by a trustee under a trust agreement, please submit:

- An unsigned, draft copy of the Certificate of Trust
- An unsigned, draft copy of the Affidavit of Trustee

Contract for Deed

If the property you're applying on behalf of involves a contract for deed or similar installment land contract, please submit:

- A copy of the fully executed and recorded contract document
- Names of all Contract for Deed sellers and purchasers (in the online 4d application form)