

**RELEASE OF INFORMATION  
FOR PLYMOUTH HOUSING & REDEVELOPMENT AUTHORITY  
FIRST TIME HOMEBUYERS AND/OR REHAB LOAN PROGRAMS**

I hereby authorize the City of Plymouth and its staff to access financial records held by any financial institution and the Department of Housing and Urban Development (HUD), in connection with any pending participation in Plymouth's First Time Homebuyers and/or Rehab Loan Program. Financial records involving this participation/transaction will be available to the City of Plymouth staff representatives, or other financial institutions and representatives as determined by the purchaser or seller, and the Department of Housing and Urban Development without further notice or authorization, but will not be disclosed or released to another government agency, department, or individual without consent except as required or permitted by law. Failure to release such information will result in disqualification from participation in this program.

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Street Address/Apt. #

\_\_\_\_\_  
City/State/ZIP Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Note:** For additional information, please contact Sara Shonrock, Community Development Coordinator with the Plymouth HRA at [sshonrock@plymouthmn.gov](mailto:sshonrock@plymouthmn.gov) or 763-509-5413. Fax number is 763-509-5407. Mailing address is:

*Plymouth HRA  
Attn: Sara Shonrock  
3400 Plymouth Boulevard  
Plymouth, MN 55447*

# INDIVIDUAL DATA CONFIDENTIALITY

*Home Improvement Loan Program  
City Of Plymouth, Minnesota*

## YOUR RIGHTS AS A SUBJECT OF DATA

In accordance with the Minnesota Government Data Practices Act, the City of Plymouth is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you but not to the public. The personal information we collect about you is private, except for your name and address.

The information collected from you or from other agencies or individuals authorized by you is used to determine your eligibility for a home improvement loan. You are not required to provide information relating to your marital status and race; however, this information is vital to determine to what extent our programs are used by minorities. All other information on the form is needed to determine your eligibility.

If you will not supply the required information, the agency processing your application will not be able to determine your eligibility for the loan.

The dissemination and use of the private data collected is limited to that necessary for the administration and management of home improvement loans. Persons or agencies with whom this information may be shared includes:

1. City of Plymouth personnel administering home improvement loans.
2. Federal, state, county, local and contracted private auditors.
3. Authorized personnel from the U.S. Department of Housing and Urban Development (HUD).
4. Law enforcement personnel in the cases of suspected fraud.
5. Those individuals or agencies to whom you give or express written permission.
6. Secretary of the Treasury: only your name and address, for purposes of avoiding the acceptance of a tax credit for energy improvements made with loan funds.

Unless otherwise authorized by statute or federal law, other governmental agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include the right to:

1. See and obtain copies of the data maintained on you;
2. Be told the contents and meaning of the data, and;
3. Contest the accuracy and completeness of the data.

To exercise these rights, please contact Sara Shonrock, Community Development Coordinator, 3400 Plymouth Boulevard, Plymouth, Minnesota 55447 (763) 509-5413.

I hereby declare that I have received a copy of the Individual Data Confidentiality form and that I have read it and understand my rights as a subject of data.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Loan recipient

