



**TOWN OF TRUCKEE
ADU LOAN INTAKE FORM**

ACCESSORY DWELLING UNIT CREATION FORGIVABLE LOAN

**Up to \$50,000 Funded by Measure K
and/or**

PLHA FUNDED ACCESSORY DWELLING UNIT CONSTRUCTION LOAN

Up to \$200,000 Funded by Permanent Local Housing Allocation (PLHA)

Thank you for your interest in the Town of Truckee’s Accessory Dwelling Unit (ADU) loans for new construction, new conversion of existing space, or permitting existing, unpermitted ADUs. Prior to filling out this application, please thoroughly review the program guidelines for the loan(s) you are interested in. Program Guidelines can be found on the Town of Truckee website at www.townoftruckee.gov/ADU. Submitting this intake form does NOT reserve any loan funds. Funds are not reserved until full loan approval by the Program Administrator. ADU Loan recipients are NOT eligible for the Lease to Locals Program, the ADU Mini Grant Program, or the ADU Master Plan Reimbursement. For any questions, please contact the Town of Truckee Housing Division at housing@townoftruckee.gov or 530-582-2492.

The Accessory Dwelling Unit Creation Forgivable Loan and the New Accessory Dwelling Unit Construction Loan can be layered IF all requirements for both programs are met.

Requirements	ADU Creation Forgivable Loan	PLHA-Funded New ADU Construction Loan
The loan is forgivable	Yes	No
Existing, Unpermitted ADUs qualify	Yes	No
There is a tenant income qualification	Yes (0-120% AMI*)	Yes (0-120% AMI*)
There is a tenant local employment qualification	Yes	No
The ADU must be located on a property where you live full time	No	Yes
There is a property owner income qualification	No	No

* Area Median Income - see definition in ADU Creation Forgivable Loan Program Guidelines Section 2 and New ADU Construction Loan Program Guidelines Section 6.1

SECTION 1: APPLICANT INFORMATION

Names (List full names of those listed on title)

Address of property where ADU or JADU will be created

Mailing address (if different from above)

Phone number

Email

SECTION 2: LOAN SELECTION

I am applying for (select all that apply)

Accessory Dwelling Unit Creation Forgivable Loan

PLHA Funded New Accessory Dwelling Unit Construction Loan

SECTION 3: PROPERTY QUALIFICATION

Is the ADU located within the town limits of Truckee? (Not all Truckee addresses are within Town limits – [click here to check your address](#))

Yes

No

Will the ADU project be on property that you own?

Yes

No

Will the ADU project be on property where you live full time? This is a requirement for the PLHA Funded New ADU Construction Loan.

Yes

No

Will the ADU project be:

Permitting an existing, unpermitted ADU

A conversion of existing space

An addition

A new structure

Other (please explain)

If your property is on a septic system and/or private well, Nevada County Public health approval will be required to confirm that an ADU is feasible on your property. Have you contacted Nevada County Environmental Health to discuss feasibility?

Yes

No

My property is not on a septic system and/or private well

Are you willing to deed restrict your ADU to commit to renting to an income-qualified household for a period of either 7 or 10 years? ([New ADU Construction Loan Guidelines](#) Section 6.1 and [ADU Creation Forgivable Loan Guidelines](#) Section 9.B)

Yes

No

Are you willing to deed restrict your ADU to commit to renting to a locally employed household for a period of either 7 or 10 years? (See [ADU Creation Forgivable Loan Guidelines](#) Section 9.A)

Yes

No

Are you willing to rent your ADU at a price that is affordable to an income-qualified tenant? (See [New ADU Construction Loan Guidelines](#) Section 5.0 and [ADU Creation Forgivable Loan Guidelines](#) Section 11.)

Yes

No

Which loan product are you interested in? Check all that apply.

Forgivable: 7-year loan & deed restriction term at 1% interest (<60% AMI tenants)

Forgivable: 10-year loan & deed restriction term at 2% interest (<120% AMI tenants)

PLHA: 7-year deed restriction term and 20 year loan term at 1% interest (<60% AMI tenants)

PLHA: 10-year loan & deed restriction term at 2% interest (<120% AMI tenants)

Unsure

SECTION 4: ADU DETAILS

Where are you in the process of creating your ADU?

What is the expected timeframe for permitting and building your ADU?

SECTION 5: SUBMISSION INSTRUCTIONS

Please submit the completed application:

Via email to housing@townoftruckee.gov

Via mail to Town of Truckee
Attn: Housing Division
10183 Truckee Airport Rd
Truckee, CA 96161