



UERPC Homeowner
Rehabilitation Program
Loan Application Form
2018

Sponsored by: FREEDOM BANK-Postville-Monona-Elkader, Iowa
FEDERAL HOME LOAN BANK-Des Moines, Iowa

Purpose: The mission of this project is to retain the structural integrity of owner-occupied low-income housing in Allamakee, Clayton, Fayette, Howard and Winneshiek Counties through rehabilitation and/or repair to ensure low-income residents have access to well-maintained, safe and affordable housing.

Eligible Projects: The Federal Home Loan Bank funds will be used to assist twenty-nine (29) households with homeowner rehabilitation under 80% of the HUD guidelines and the funds will be geared towards elderly and special needs clients.
Application Procedure: Applications will be accepted by the UERPC on a continuous basis.

For applications submitted by hand or by mail to:

Upper Explorerland RPC (UERPC)
Attn: Lori Brockway or Sarah Snitker
134 West Greene Street, PO Box 219
Postville, IA 52162 563-864-7551, Ext. 106 or 101

UERPC will not be liable for any cost incurred in connection with preparation and submittal of any application.

Staff at Upper Explorerland (563-864-7551) will be happy to answer any questions about the UERPC Homeowner Rehabilitation program, this form or the application process.

PROGRAM CRITERIA:

- Owner occupied requirements: Applicant must occupy the property and maintain the improvements for the life of the loan. Property must be in compliance with health and safety codes. Applicant must have title at time of application. Taxes and insurance must be current. Land sales contracts are ineligible.
- The UERPC Homeowner Rehabilitation program will finance projects through a five-year receding retention agreement which will recede 1/60 over the course of the loan. A retention agreement (mortgage) will be secured against your property at project completion. A recording fee of \$17 will be required at the start of the project made payable to the County Recorder's office.
- Funding limits are set at a maximum of \$23,000 per project.
- Loan will be paid if occupancy or ownership conditions change during the loan term.
- Initial inspections and upon completion of the proposed project, will be required.
- Any applicant for funding will be required to provide verification of income and sign necessary releases.
- Applicants must demonstrate the capacity to complete the project and provide sufficient documentation supporting the feasibility of a proposed project. Applicant cannot receive funding more than one time.
- **Applicants will be required to obtain two bids from the entity providing the improvement to the property. Bids/Estimates must be fully detailed providing scope of work. Estimates that are not fully detailed will not be accepted. Any rebates associated with the project must go to the contractor and be deducted from the estimate. Estimates must be signed by contractor and homeowner.**
- The contractor will be paid directly at project completion. Contractors must be registered with the State of Iowa and Lead Safe Renovator Certified with Iowa Department of Public Health. See website for registered and bonded contractors or request a list: <http://www2.iwd.state.ia.us/contractor.nsf>.
- The UERPC Homeowner Rehabilitation program reserves the right to recall any loan if the above requirements are not met.

Eligible Projects: The following is a list of eligible and ineligible projects that may be performed on residences in owner-occupied rehabilitation projects. This list is not inclusive of all possible eligible or ineligible rehabilitation.

Repair directed toward an accumulation of deferred maintenance, and/or needed replacement of principal fixtures and components of existing structures, including but not limited to:

- Roof repair or replacement, including gutters and downspouts. Fiberglass or asphalt shingles for sloped roofs and rolled or rubber membrane roof for flat roofs are acceptable. All other roof materials are at the discretion of the Federal Home Loan Bank.
 - Repair or replacement of mechanical systems (furnace, air conditioning, water heater).
 - Upgrade to minimum 100 Ampere electrical service, electrical repairs, and needed replacement of fixtures.
 - Upgrade plumbing service, plumbing repairs, and needed replacement of fixtures.
 - Structural repairs and reconstruction including foundation or chimney repair and repairs due to termite damage or to treat for termites.
 - Exterior siding repair or replacement and exterior paint.
 - Repair or replacement of entrance doors and windows.
 - Repair or replacement of porches and decks to fix code or safety violation.
 - Repair or replacement of floor coverings. Basic carpeting or vinyl floor coverings are acceptable. All other floor coverings or flooring materials are at the discretion of the Federal Home Loan Bank.
 - Interior wall and ceiling repair, drywall, interior doors and trim, and paint.
 - Removal of unsightly blight, dilapidation or deterioration due to deferred maintenance, such as tear down of dilapidated garages or sheds.
 - Garage repair.
 - Functional landscaping for redirection of water away from foundations, or retaining walls to prevent soil erosion.
 - Tree and brush trimming and removal to prevent roof or siding damage, for safety, or to cure blight.
 - Sidewalk and driveway repair or replacement.
 - Smoke detectors and dead bolt locks for safety and home security.
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- Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, siding, wall and attic insulation, weather stripping, and conversion, modification, or replacement of heating and cooling equipment;
 - Connection of residential structures to water distribution lines, local sewer collection lines, or septic system;
 - Improvements to increase the efficient use of water through such means as water savings faucets and shower heads and repair of water leaks;
 - Inspection and testing for and remediation or abatement of lead based paint, asbestos, or other environmental hazards;
 - Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to buildings. This may include remodeling kitchens and bathrooms for wheelchair access, lowering kitchen cabinets, installing wider doors, exterior ramps, and provision for at grade access.

2017 Income Guidelines:

4.17.17

Gross annual income cannot exceed these amounts:

Household Size	Allamakee, Clayton, Fayette, Howard		Winneshiek	
	60% of median income	80% of median income	60% of median income	80% of median income
1	26,880	35,800	28,740	38,300
2	30,720	40,900	32,880	43,800
3	34,560	46,000	36,960	49,250
4	38,340	51,100	41,040	54,700
5	41,460	55,200	44,340	59,100
6	44,520	59,300	47,640	63,500
7	47,580	63,400	50,940	67,850
8	50,640	67,500	54,180	72,250

Funding is available for 23 Owner Occupied homeowners below 80% of the area median and 6 below 60% of the area median. All funds will be reserved for households with special needs.

Definition of Special Needs- Elderly (62 years of age or more), mentally or physically disabled persons, persons recovering from physical abuse or alcohol or drug abuse or persons with AIDS. The individual with the qualifying special needs is not required to be the head of the household. Verification will be required.

Nondiscrimination Statement: Nondiscrimination Statement:

In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, religion, creed, age, sex, disability, familial status, political affiliation, citizenship, gender identity, or sexual orientation. This is an Equal Opportunity Program.





UERPC Homeowner Rehabilitation Program Application- 2018

A. SUMMARY

Applicant Name: _____

Contact Person: _____ Title: _____

Applicant Address and PO Box: _____

City/State/Zip: _____

Phone: _____ Cell: _____

Email: _____

Social Security #: _____ Date of Birth: _____

Loan Amount Requested: \$ _____

*** Applicant will be required to pay a \$17.00 recording fee at the start of the project***

Year Built: _____

B. DEMOGRAPHIC INFORMATION

The following information solicited on this application is requested by the UERPC in order to assure the Federal Government, acting through the Federal Home Loan Bank that Federal laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, familial status, age, and handicap are being complied with. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, UERPC is required to note the race/national origin and sex of the individual applicants on the basis of visual observation or surname.

Name: _____ Sex: _____ DOB: _____ Race: _____ Veteran? _____

Relationship: _____

Number in Household: _____

INCOME INFORMATION

Gross Income on Income Tax Return: _____ *Please enclose a copy of your most recent Federal Income Tax return with W-2's and received by all household members.*

Applicant's Employer: _____

Address: _____

Phone: _____

Monthly Income Before Taxes: \$ _____

Year to Date Income at Time of Application: \$ _____

Co-Applicant's Employer: _____

Address: _____

Phone: _____

Monthly Income Before Taxes: \$ _____

YTD Income at Time of Application: \$ _____

Other sources of income, please fill in the information below for all that apply
Enclose proof of dollar amounts received - for example; include a copy of the Social Security Benefits letter.

<u>Source:</u>	<u>Monthly Amount Received:</u>	<u>Received By:</u>
Social Security	_____	_____

Social Security Disability	_____	_____
Pension/Retirement	_____	_____
Child Support	_____	_____
Rental Income	_____	_____
Interest/Annuity/IRA Income	_____	_____
Other _____	_____	_____
Other _____	_____	_____

C. ASSET INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS

Include verification of all assets listed, attach separate sheet if additional space is required.

	Location - Name and Address	Approximate Balance
Checking:	_____	_____
Checking:	_____	_____
Savings:	_____	_____
Savings:	_____	_____
Cash:	_____	_____
Investments/IRA's:	_____	_____
Life Insurance (cash value):	_____	_____
Other Real Estate Investments:	_____	_____

Name and address of mortgage lender or land sales contract seller:

Attach a copy of your homeowner's insurance policy or Declarations Page with the application. You must have homeowners insurance.

D. ENCLOSE A COPY OF THE FOLLOWING DOCUMENTS, AS APPLICABLE:

- a. **Proof of income.** Can include, but is not limited to: Most recent income tax return, W2, bank or SS statements, 1099, FIP printout, child support website printout
- b. **Signed assurances page.**

E. PROJECT COSTS.

Please check the box before the repair that best describes your project:

- Plumbing Repair
- Roof
- Windows/Doors
- Wiring/Electrical
- Furnace/Heat Source Replacement
- Water Heater Replacement
- Other (please explain): _____

Please attach corresponding quotes and bids. Contractor must be LSR certified and a registered contractor in the State of Iowa. Full scope of work and two detailed bids are required.

F. AUTHORIZATION

To the best of my knowledge and belief, all data in this application are true and current.

I understand and agree that the UERPC will verify the information contained herein.

I hereby give my permission to the Upper Explorerland Regional Planning Commission to research the applicant’s history, make credit checks, contact the applicant’s financial institution, and perform other related activities necessary for the reasonable evaluation of this application.

Signature: _____ Date _____

Printed Name: _____ Title: _____

Assurances

The applicant hereby assures and certifies that he or she will comply with the regulations, policies, guidelines, and requirements, as they relate to the application, acceptance and use of the Federal Home Loan Program funds for this project. Also, the applicant gives assurance and certifies with respect to the loan that:

- It possesses legal authority to apply for the loan, and to finance and construct the proposed project.
- It will give the Upper Explorerland Regional Planning Commission access to and the right to examine all records and documents related to the loan.
- The project will be properly and efficiently administered, operated and maintained.
- It will cause work on the project to be commenced within a reasonable time after receipt of notification that funds have been approved and that the project will be prosecuted to completion with reasonable diligence.
- It will not dispose of or encumber its title or other interests in the site and facilities during the period of the loan.

The applicant further agrees that in the event it fails to comply with its undertakings hereunder, UERPC may call, cancel, terminate, accelerate repayment or suspend in whole or part the financial assistance provided or to be provided by UERPC. Furthermore, UERPC may take any other action that may be deemed necessary or appropriated to effectuate the requirements of this document.

The Applicant acknowledges that he or she has read, understood, and agrees to the provisions of the above document.

Date: _____

By: _____
Signature-Head of Household

Signature Co-Applicant

RETURN TO UPPER EXPLORERLAND RPC RELEASE FORM

I authorize the UPPER EXPLORERLAND RPC to obtain information about me and my household that is pertinent to eligibility for participation in the UERPC Homeowner Rehabilitation Program.

I acknowledge that photocopy of this form is as valid as the original.

I am aware that all adult household members that will be living in my home must sign the release form and cooperate with the verification process. Failure by any adult household member may result in the disqualification of my application. (an adult household member includes anyone age 18 or older who is not currently enrolled in high school or in college).

***I HEREBY AUTHORIZE THE RELEASE OF THE
INFORMATION REQUESTED.***

Adult Household Member Number 1:

Name: _____

Address: _____

Social Security Number: _____

Signature

Date

Adult Household Member Number 2:

Name: _____

Address: _____

Social Security Number: _____

Signature

Date