

Columbia City Housing Authority

Owner-Occupied Housing Rehabilitation Program

City of Columbia City
112 S. Chauncey Street
Columbia City, IN 46725
Columbia City

Housing Rehabilitation Program

General Information

Please read the following general information and instructions carefully. Many of the common questions concerning the Columbia City Housing Rehabilitation Program are answered herein.

About the Columbia City Housing Authority

The Columbia City Housing Authority was established by the City of Columbia City to help address the housing needs of the City. The Authority is comprised of citizen members who are appointed to their positions on the Columbia City Housing Authority by the elected officials of the City.

Purpose of the Columbia City Housing Rehabilitation Program.

The overall purpose of the Columbia City Housing Rehabilitation Program is to assist in preserving Columbia City's existing housing stock so that decent and affordable single-family homes will be available for future generations by providing low cost, secured financing for the repair and rehabilitation of owner-occupied single-family homes. Funding for the program is derived from local, state and federal sources. Therefore, certain eligibility and project development standards apply.

Who is eligible?

Persons and families who reside within the City of Columbia City who:

- (1.) own the home to be considered or are buying the home through a traditional first mortgage with a lending institution (Land Contracts and Life Estates are NOT eligible) not less than one year prior to assistance;
- (2.) occupy the home being considered on a full-time basis;
- (3.) do not own nor occupy any other housing units;
- (4.) are considered to be eligible in income according to federal income guidelines;
- (5.) are able to contract and repay a loan; and
- (6.) are credit worthy

What kinds of repairs or rehabilitation can be applied for?

Pre-approved repairs or rehabilitation to permanent, owner-occupied, single-family homes (NOT mobile homes) may be considered for assistance. Work already completed or started prior to approval will not be eligible for assistance. Additional work beyond the scope of the pre-approved project shall also be at the expense of the homeowner.

Examples of eligible repairs and rehabilitation projects include but are not limited to costs of labor and materials for siding, roofing, heating systems, window replacements, storm windows, plumbing and electrical work. All proposed and ultimately approved projects must be bid and performed by reputable, professional and insured contractors. All contractors who bid on proposed projects and are ultimately chosen to do the work area expected to complete 100% of the pre-approved work prior to any release of funds. All contractors must be eligible to receive federal funds.

Maximum funding limits and qualifications of the home.

The total estimated costs of the proposed rehabilitation project should not exceed \$25,000 or 50% of the estimated value of the home. In other words, a home which has a value of \$50,000 or more would possibly be eligible for up to \$25,000 or repairs or rehabilitation. However, homes which are determined to be in such a condition that the funding would not be sufficient to address the primary goals of this program or would likely not improve the property sufficiently to bring the home to prevailing standards, may be denied assistance.

Homes which are 50 years old or more, or homes located in historic districts, or are otherwise considered to be historically significant are required by federal and state regulations to be rehabilitated in accordance to the U.S. Secretary of Interiors Rehabilitation Standards for Historic Preservation. If such preservation requirements would lead to estimated costs in excess of \$25,000 or 50% of the estimated value of the home or if funding would not be sufficient to meet these requirements along with the primary goals of this program and/or bring the home to prevailing standards, the application for assistance may be denied assistance.

What repairs will NOT qualify for funding?

Generally,

- (1.) major structural support or alterations or major repairs to a homes foundation;
- (2.) other repairs or rehabilitation in combination that would not likely result in accomplishing the overall goals of the program or where funding of the project would not lead to bringing the home to prevailing standards;
- (3.) exterior room additions, garages and storage buildings;
- (4.) major alterations to a homes interior or exterior except for handicapped accessibility;
- (5.) projects where the total cost would likely exceed \$25,000 or 50% of the value of the property;
- (6.) rehabilitation projects on historically significant homes which are inconsistent with the Secretary of Interiors Standards for Historic Preservation are not generally considered as eligible projects; and
- (7.) work projects on mobile homes or manufactured homes.

Who chooses contractors and who performs the work?

The home owner is responsible for providing their choice of not less than two detailed bids from professional contracting companies for all proposed work. If costs vary significantly, the homeowner may be asked to either obtain additional bids or resolve the difference in costs between the bidding contractors. All contractors must be eligible to receive federal funds.

Once the home-owners submitted application has been received, processed and preliminary eligibility is established a representative of the Columbia City Housing Authority will contact the home owner for an appointment to look at the home with the owner primarily to verify the need for the work being requested, to take photographs and to make a general evaluation of the property's value and condition. After the preliminary inspection and preparation of subsequent bid specifications the homeowner will be asked to provide at least two (2) bids from reputable, professional and insured contractors who are eligible to receive state and federal funds for the repairs or rehabilitation for which the homeowner wishes to apply for assistance.

Only professional, insured contractors may perform the work. Homeowners are encouraged to seek bids from well-known, reputable professionals who can complete 100% of the work without seeking interim draws and who will provide consumers with service and written guarantees on work performed. To find reputable home improvement contractors the Better Business Bureau suggests that you ask your friends, co-workers, or neighbors for references and check out the company with the Better Business Bureau (at 1-800-552-4631 for most counties in Northeast Indiana).

How does the financing work?

Generally, pre-approved costs of labor and materials for projects approved by the Columbia City Housing Authority will be financed through a low interest loan and/or a “forgivable” loan program. A mortgage will be used to secure all financing provided through the Columbia City Housing Rehabilitation program. Low interest loans will be repaid by the homeowner at a pre-arranged rate of interest and length of term. A “forgivable loan, if approved by the Columbia City Housing Authority is deducted in monthly installments automatically on behalf of the homeowner once the other low interest loan is repaid. It is possible for the financing arrangements to include one or both kinds of financing. For all proposed projects the applicant homeowner shall agree to occupy the home for a period of not less than ten (10) years after completion of the project.

All homeowners will enter into and sign contracts with the Columbia City Housing Authority for the financing. While the Columbia City Housing Authority is only providing the necessary financing, the project will be approved only after the scope of work and the contractors who will do the work have been mutually approved by the homeowner and the Columbia City Housing Authority. Once the project is approved and the financing is arranged for, the approved contractor can complete the work. The work performed by contractors must be 100% completed and inspected prior to releasing funds for the project. Once the project is completed and claims are processed, the City of Columbia City will issue a check made out jointly to the contractor(s) and the homeowner. The homeowner will endorse the check(s) as payment in full to the contractor(s) once the homeowner is satisfied that the work is completed as agreed.

Caution: Applications for assistance through the Columbia City Housing Rehabilitation program are not formally approved for funding until all criteria have been met for both the home and the homeowner. An Offer of Funding and all other contracts and agreements of the program must be executed for the applicant to be accepted into the program for assistance.

How to apply for the Columbia City Housing Rehabilitation Program.

1. Complete, sign and date the application.
2. Include with the application copies of any and all documents proving the income status of all residents living in the home. (Submit copies of your most recent Federal & State income tax forms, W-2, child support orders, and any other income information proving income from all sources.) and proof of home ownership (Copy of Warranty Deed).
3. Submit with the application a complete list and description of the repairs or rehabilitation being requested. Once the Columbia City Housing Authority has initially reviewed the application and supporting materials, the applicant will be contacted by a representative or by mail.

COLUMBIA CITY HOUSING REHABILITATION PROGRAM APPLICATION

Section 1. Personal Information

Name _____ Date of Birth _____

Mailing Address _____ City/Town _____

County _____ Zip Code _____

Home Phone Number _____ Work Phone Number _____

Daytime phone number where you can be reached _____

Provide full name, date of birth, race, relationship and social security number of all persons who reside at this residence being considered for assistance.

Name	Date of Birth	Age	Race	Relationship	Social Security Number

Please provide us with the directions to your home. Include address, street names, box numbers and any other information that will help us locate your home.

Section 2. Employment Information

Applicant

Employer _____

Address _____

City/State _____ Zip Code _____

Telephone Number _____

Job Title/Occupation _____ Annual Gross Salary\$ _____

How long have you worked for this employer? _____

How many hours per week do you work? _____

Are you employed full or part time? _____

List the name and address of all employers in the last five (5) years, if different from above.

Company Name	Address

Spouse Information

Employer _____

Address _____

City/State _____ Zip Code _____

Telephone Number _____

Job Title/Occupation _____ Annual Gross Salary\$ _____

How long have you worked for this employer? _____

How many hours per week do you work? _____

Are you employed full or part time? _____

List the name and address of all employers in the last five (5) years, if different from above.

Company Name	Address

Section 5. Debt Information

Please list ALL debts which you are obligated to pay. This includes payments on your mortgage, vehicles, personal property, loans, charge accounts, credit cards, installment payments, child support, alimony or maintenance payments, and court ordered settlements, liens or any other financial obligations.

Creditor	Type of Account	Account Number	Amount Due	Monthly Payment
	<i>Home Mortgage</i>			

Are you obligated to make support, alimony or maintenance payments? YES _____ NO _____

If YES, are you current on your payments? YES _____ NO _____

Are you a co-maker, endorser, guarantor or co-signer on any loan or contract? YES _____ NO _____

If YES, for whom? _____ To whom? _____

Are there any liens, judgments or other court ordered actions against you? YES _____ NO _____

If YES, to whom owed? _____ Amount owed? _____

Have you been declared bankrupt in the last 10 years? YES _____ NO _____

If YES, where? _____ YEAR? _____

Section 6. Real Estate Information

Do you currently own the home which is to be considered? YES _____ NO _____

Are you making a house payment? YES _____ NO _____

If you are making a house payment, what lending institution do you make your house payment to? (Note: Life Estates & Land Contracts are not eligible.)

Lending Institution _____

Address _____

City/State _____ Zip Code _____

Are there any other liens or mortgages other than a first mortgage to a qualified lender on this property? YES _____ NO _____

How much is your monthly house payment? \$ _____

Do you live in the home on a full-time basis? YES _____ NO _____

How long have you lived in the home being considered for rehabilitation? _____

Approximately how old is the home? _____

The home being considered for rehabilitation can best be described as a: (circle one)

- A. Frame Home
- B. Brick Home
- C. Stucco
- D. Mobile Home or Manufactured Home Type II or Type III (single-wide or double-wide)

Do you own any other residential property? YES _____ NO _____

In your opinion, what is the estimated market value of your home today? \$ _____

Assurances and Release of Information

I, the undersigned applicant, understand that completing this application does not ensure that I will receive assistance from the housing rehabilitation program.

I hereby certify that all of the information provided or contained in this application is true, accurate and correct to the best of my knowledge. I understand that falsification or misrepresentation of any information or omission of any information may disqualify me from any consideration for assistance now or in the future.

I hereby authorize the Columbia City Housing Authority or its agent to conduct any investigation, credit check, income verification or verify any other information provided in this application, for the purpose of this application for assistance for housing rehabilitation. I understand that this information will not be made public information for any other purpose other than directly related to this program.

I understand that funding for this program is being provided through limited governmental sources and that certain rules, regulations, restrictions and standards shall apply.

Further, if I am provided assistance from the housing rehabilitation program I agree to comply with all the provisions of the program including any and all agreements or contracts.

In addition, I acknowledge that the Columbia City Housing Authority is acting in its capacity to provide rehabilitation financing only and that I am responsible for any agreements, contracts or work quality between myself and contractors in the event I am provided assistance.

Signature of Applicant _____

Printed Name of Applicant _____

Date Signed _____