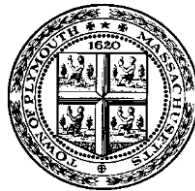


Town of Plymouth 2018 HOUSING REHAB LOAN APPLICATION



Hours:

Monday, Wednesday & Thursday 7:30 a.m. - 4:00 p.m.

Tuesday 7:30 a.m. – 6:30 p.m.

Friday 7:30 a.m. – 12:00 NOON

**Please return to
Office of Community Development
26 Court Street, Plymouth, MA 02360**

Housing Rehab Program Description

Plymouth Community Development has administered a Housing Rehab Program since 1988, with funding from the Department of Housing and Urban Development (HUD). The grants we receive are part of The Office of Community Planning and Development's Community Development Block Grant Program.

The Housing Rehab Program offers an affordable rehabilitation loan program to eligible households throughout the Town of Plymouth. Eligibility is based on federal income guidelines, which are shown in the attached documentation. In general, a household with earnings at or below the guidelines listed and which needs certain types of work will be found eligible for the program, as long as clear title can be established.

There are many rules and regulations governing our program, and on occasion an income-eligible household may be denied a Housing Rehab loan. Applications are reviewed on a case by case basis so that program recipients receive the assistance they need to achieve safe, decent and sanitary housing.

We will guide you through the income verification process required by federal guidelines, and inspect your home to see if the repairs you need can be done with our funds.

Homes rehabilitated must be **owner-occupied primary residences** in the Town of Plymouth.

Loans.....Not grants.....

Many people think of Housing Rehab funding as a grant. This is because the financial help we offer does not have to be paid back on a monthly basis like conventional loans. Instead, our loans are offered on a *deferred* basis – deferred until you sell or transfer ownership of your home, at 2% interest.

This feature of the program makes our loans affordable to even the most needy families. Although credit is evaluated during the application process, poor credit will not usually interfere with an applicant's eligibility for a loan. Still, it is important to remember that a Housing Rehab Program loan will eventually be repaid to the Town of Plymouth.

All of our loans are secured by a mortgage lien that is recorded at the Registry of Deeds.

Remember, you must own the home, it must be your primary residence, and you must fall within the income guidelines. We will only allow necessary repairs, not additions or remodeling.

Hiring Contractors

An important feature of the Housing Rehab Program is technical assistance to participants. We not only finance loans, but help design your project, obtain competitive construction bids, write contracts, and oversee the rehabilitation work.

Community Development maintains a list of approved contractors. Unless a contractor has applied to participate in our program, he/she cannot bid on a project.

Our contractors are required to carry liability insurance and where applicable, Worker's Compensation insurance. They must have a valid Massachusetts Construction Supervisor's license, and they must provide acceptable trade and client references.

The Housing Rehab Program is strict about enforcing contractor participation standards so that clients can continuously anticipate quality workmanship at an affordable price.

Program Eligibility

1. Property Ownership:

The property must be owner occupied, your primary residence and you must have lived in the home for at least one year to apply for the loan.

2. Income:

Income limits are established by HUD. The current income limits chart is enclosed in this package. If you are uncertain if you qualify, we would be happy to help you.

2. Type of Work:

Does your home need new plumbing, wiring, roofing, siding, windows? If your house was built before 1978, do you have lead paint that needs to be removed? Has your septic system failed? Does your home have features that are unsafe or do not meet current building code requirements? These are examples of non-cosmetic, eligible improvements that can be financed through the Housing Rehab Program.

***Please note that HUD requires that any project we do must be certified as lead-free when completed. If your home has lead paint, it must be abated as part of your rehab project.**

**Income Guidelines for Housing Rehab Loans:
2018 - 2019 Income Limits**

Household Size	Max. Income
1	\$56,800.00
2	\$64,900.00
3	\$73,000.00
4	\$81,100.00
5	\$87,600.00
6	\$94,100.00
7	\$100,600.00
8	\$107,100.00

*Income guidelines are subject to change without notice.

Checklist of Required Documents:

- Application, signed & dated
- Deed
- Property Tax bill
- 2 prior yrs. complete, **SIGNED Federal** tax returns
(All schedules – only if self-employed)
- Three months most recent Bank Statements (checking and savings) showing
balance information
- Pay stubs (4 weeks or year-to-date)
- Verification of other income (child support, pension, social security, alimony, rental
income, other retirement, etc.)
- Coverage Selections Page/Homeowners' insurance
- Mortgage Statement, showing balance & payment due
- Bankruptcy Discharge, if applicable

**PLEASE SUBMIT COPIES, NOT ORIGINALS, OF THE ABOVE DOCUMENTS.
WE CANNOT BE RESPONSIBLE FOR ORIGINAL DOCUMENTS.**

***You will be receiving a 2nd mortgage from this office. If you already
have a second mortgage or an equity line, we cannot do your project.**

***If at any time in the future you refinance your 1st mortgage, the lender will ask us
to “subordinate” our loan. We will only do this if you are attempting to get better
terms, i.e. a lower rate. We will not subordinate to a refinance for cash-out
purposes.**

HOUSING REHAB PROGRAM

Mortgage Loan Application:

Do not leave any items blank. If you need assistance completing this form, please call Community Development at (508)747-1620, ext. 10148 or 10149.

PART I: Personal Information about Borrower/Co-Borrower

Applicant: _____

Date of Birth: _____

Home Telephone Number: _____

Work Telephone Number: _____ (Is it okay to call you there? _____)

E-mail address: _____

What is the best way for us to reach you? ____ e-mail? ____ telephone?

Street Address: _____

Mailing Address (if different): _____

*Co-Applicant: _____

Date of Birth: _____

Address, if Different from Applicant: _____

***NOTE: All persons on the deed must sign the mortgage.**

PART II: Household Size and Income Information

A. Household Characteristics

Total Number of Persons Living in Household: _____

Age(s) of persons in Household: _____, _____, _____, _____, _____, _____, _____, _____

Is anyone in your household handicapped? Yes ____ No ____ If yes, please indicate type of handicap: _____

For Total Household, from ALL Sources:

Current Year, Anticipated Gross Income: _____ (estimate)

Applicant: _____ Co-Applicant: _____

Last Year, Gross Income: _____

B. Sources of Household Income:

Please **circle** all sources that apply to your household. **By “household”, we mean all persons living in your housing unit.** ALL sources of household income, including wages, social security, self-employment, pension, disability, unemployment, alimony, etc. We **do not** include income earned by full-time students.

Employment	Social Security	
Rental Income (full amount)	SSI (handicapped)	Private Pension Funds
Disability Income	Child Support	Other Retirement
Workman’s Compensation	Alimony	
Unemployment Compensation	Other (describe): _____	

C. If working, Employment Information about Borrower and Co-Borrower:

1. Borrower Employed By: _____
Address: _____

How Long There? _____
Position held? _____
2. Co-Borrower Employed By: _____
Address: _____

How Long There? _____
Position held? _____

Assets Description:

Do you own any Real Estate other than primary residence? _____

Explain: _____

What is the current balance in your savings account? _____ (estimate)
Name of Bank: _____

What is the current balance in your checking account? _____ (estimate)
Name of Bank: _____

Please include as part of the application process a copy of your most recent bank statement(s) showing balance information.

PART III: Monthly Household Expenses

* Please provide complete address, including zip code.

1. **Mortgage Payments:**

Monthly payment: \$ _____ Balance: \$ _____
Account # _____
Lender: _____
Mailing Address* _____

NOTE: If you have a second mortgage, we cannot do your project. We cannot be in 3rd position.

2. **Property Taxes:** \$ _____ a year Included in mortgage? _____

3. **Property Insurance:** \$ _____ Included in mortgage? _____

4. **Automobile Loans (only list vehicles on which you have a loan)**

First Vehicle: Make: _____
Loan Payment: \$ _____ Acct. #: _____
Lender: _____
Mailing Address* _____

Second Vehicle: Make: _____
Loan Payment: \$ _____ Acct. #: _____
Lender: _____
Mailing Address* _____

5. **Charge Accounts/Personal Loans:**

<u>Name of Creditor(s)</u>	<u>Payment</u>	<u>Balance</u>

PART IV: Property Information

Applicants must attach a **copy of their deed** and a copy of the current Town of Plymouth property tax bill. We will check the title prior to inviting contractors to bid on this project. Any title issues will need to be resolved before we can move forward.

Owner(s) listed on deed: _____

If you do not have a copy of your deed, you can get one at the Registry of Deeds on 50 Obery Street (across from Plymouth North High School).

Years you have owned the property: _____ Age of the structure: _____

To your knowledge, is there any lead-based paint in your home? Yes No
According to recent HUD regulations, if there is lead paint in your home, we **must bring your home into compliance** as a part of your rehab project.

Is your home hooked up to the town's water system? Yes No
sewer system? Yes No

Have you ever had a bankruptcy? Yes No Date: _____

If so, was it discharged? Yes No

Can you provide documentation** to support the discharge? Yes No

****Please attach a copy of the Discharge Letter.**

PART V: Applicant/Household Statistics

The following information is requested for internal records and monitoring purposes only. This information is *strictly confidential* and will be maintained in the applicant's file. Civil rights data is used by funding agencies to monitor compliance with affirmative action laws, to identify the needs of minority and affected-class households, and may help design programs especially suited to assisting those protected by equal opportunity and anti-discrimination requirements of federal and state law.

You are not required to complete this section, and the Office of Community Development's action on your application will not be in any way affected by your decision to leave this section blank. Your answers will be helpful to us.

of elderly occupants (age 65 and older): _____

of dependent children: under 7 years: ____ 7-10 years ____ 11-18 years ____

Racial composition of household:

- Black/African American
- Asian/Pacific Islander
- Native American/Aleutian
- Hispanic/Latino
- White

Single Parent Head-of-Household? Yes
 No

of Handicapped Persons: _____

**PART VI: Acceptance of Program Regulations and Conditions,
And Signatures**

All applicants for Housing Rehab Program financing must read the Program Description that accompanies this application, the terms and conditions of which are incorporated by reference herein. In signing this application, all Borrowers are agreeing to the regulations and conditions set forth in the Program Description.

I/We certify that we have read the Housing Rehab Program description, that I/We fully understand its requirements, and agree to abide by them. Furthermore, I/We certify that all the information provided in this application is true to the best of our knowledge, and I/We will sign all necessary authorizations so as to allow the Office of Community Development to verify responses provided herein. I/We realize that this application is not complete until the Office of Community Development is in receipt of all requested documents.

Applicant

Date

Co-Applicant

Date

*** Please note that all persons named on the deed to the property must be co-signers on the mortgage.**

Authorization to Share Information

I/We hereby authorize the Office of Community Development to share my name, address, phone number and the fact that I have applied for assistance through the Housing Rehab Program with professionals as needed to achieve the goal of rehabilitating my property (i.e. engineers, lead paint inspectors, bidding contractors).

Homeowner Signature

Date

Homeowner Signature

Date

Please tell us what types of housing repairs you would like to see done on your property. This list is only to alert us to what *may* be needed.

THE ACTUAL WORK SCHEDULE WILL BE DETERMINED BY THE OCD REHAB SPECIALIST, WHO WILL DO AN INSPECTION TO IDENTIFY CODE VIOLATIONS AND THE MOST CRITICAL NEEDS.

- | | |
|--|--|
| <input type="checkbox"/> septic system | <input type="checkbox"/> siding |
| <input type="checkbox"/> plumbing | <input type="checkbox"/> electrical |
| <input type="checkbox"/> heating/furnace | <input type="checkbox"/> handicapped accessibility |
| <input type="checkbox"/> roof | <input type="checkbox"/> removal of lead paint |
| <input type="checkbox"/> chimney repair | <input type="checkbox"/> painting – interior |
| <input type="checkbox"/> porches/steps | <input type="checkbox"/> painting – exterior |
| <input type="checkbox"/> windows | <input type="checkbox"/> insulation |
| <input type="checkbox"/> floors | <input type="checkbox"/> other: |

Please be aware that we have limited funds available, and we may be forced to prioritize the work on your home.