

CITY OF REEDSBURG RENTER-OCCUPIED REHABILITATION PROGRAM

Your tenant(s) must income qualify for the program and there must be enough equity in the home to complete all the repairs. If you have questions regarding your available equity, please contact us prior to submitting the application.

For office use only: APPLICATION NUMBER: _____ DATE: _____

OWNER'S NAME(S) _____

ADDRESS (property to be rehabilitated): _____

OWNER'S ADDRESS: _____

OWNER'S TELEPHONE NUMBER _____

OWNER'S EMAIL ADDRESS: _____

NUMBER OF APARTMENTS IN THE HOUSE: Current: ___ Proposed: ___

NAMES OF ALL OWNERS AS THEY APPEAR ON THE DEED:

DATE PROPERTY ACQUIRED: _____

AGE OF STRUCTURE: _____

CURRENT OCCUPANCY:

Vacant (**V**), Rented (**R**), or Owner-occupied (**O**)

Apartment 1	Apartment 2	Apartment 3	Apartment 4

What Improvements do you most want on your property?

Apartment #1	
Apartment #2	
Apartment #3	
Apartment #4	
Interior Common Areas	
Exterior	

IMPROVEMENTS NEEDED (Check all that apply)

<input type="checkbox"/>	Roof	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	Interior Walls
<input type="checkbox"/>	Exterior/Siding/Painting	<input type="checkbox"/>	Furnace	<input type="checkbox"/>	Water Heater
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Foundation	<input type="checkbox"/>	Doors
<input type="checkbox"/>	Wiring/Electrical	<input type="checkbox"/>	Windows	<input type="checkbox"/>	Porch
<input type="checkbox"/>	Chimney Repair	<input type="checkbox"/>	Other (explain)		

****Only work that is considered essential and necessary will be permitted. All Lead Based Paint Hazards will need to be corrected. Hazards will be determined upon an initial project assessment of your entire home. All Lead Based Paint hazard repair costs will be granted and will not be included in your loan.**

	Apt #1	Apt #2	Apt #3	Apt #4
Monthly Rent				
Utilities Included – Yes/No				
Number of People				
Number of Bedrooms				

Complete the information below for all rented units.

<u>Apartment #1</u>	<u>Apartment #2</u>
Name:	Name:
Mailing address:	Mailing address:
City, State, Zip:	City, State, Zip:
Home Phone #:	Home Phone #:
Cell Phone #:	Cell Phone #:
Email address:	Email address:

<u>Apartment #3</u>	<u>Apartment #4</u>
Name:	Name:
Mailing address:	Mailing address:
City, State, Zip:	City, State, Zip:
Home Phone #:	Home Phone #:
Cell Phone #:	Cell Phone #:
Email address:	Email address:



I have received a copy of the pamphlet “Protect Your Family From Lead In Your Home” with this application.

YES _____ NO _____ (please check one)

ARE YOU A U.S. CITIZEN OR A QUALIFIED ALIEN?
 ____ YES ____ NO **(YOU MUST CHECK ONE)**

LIST ALL DEBT AGAINST PROPERTY (Example: Mortgages, Land Contract, Lines of Credit, Judgments)

Name of Lender	Loan Number	Original Amount	Balance Due	Term (# of years)	Interest Rate	Type of Loan (WHEDA, VA, Land Contract, Bank, etc.)

****If your home was purchased within the last year, please attach a copy of your appraisal.**

HOMEOWNERS INSURANCE

Name of Insurance Co.: _____ Name of Agent: _____
Policy Number: _____ Expiration Date: _____
Phone Number of agent: _____
Address of agent: _____

READ EACH ITEM BEFORE SIGNING THE APPLICATION. IF YOU DO NOT UNDERSTAND, ASK FOR ASSISTANCE. Read and initial statements below:

I understand the Housing Rehab funds are offered as a loan payable in monthly installment payments or transfer of title of the property. The loan will be secured by a mortgage and/or promissory note and there is no pre-payment penalty.

I understand the City of Reedsburg will inspect the property to determine if the house meets Housing Quality Standards determined by the Department of HUD. Based on the inspection, the City of Reedsburg reserves the right to deny funding. Program funds cannot be used to reimburse for work already completed.

I understand I must carry homeowner's insurance on the property and keep the policy in force during the life of the loan. I also understand that I am required to supply proof of insurance annually, any changes in insurance, and confirm annually that this is my primary residence.

I understand if I intentionally make statements or conceal any information in an attempt to obtain assistance, it is in violation of federal and state laws that carry severe criminal and civil penalties.

Failure to comply with these conditions could result in the withdrawal of the City of Reedsburg participation or the recall of the full amount of the City of Reedsburg loan plus interest.

I understand there is a \$125 fee for a title search, a \$30 fee to record your mortgage and \$525 in project review fees. These fees are included in the loan. If your home needs to be tested for radon, it will cost approximately \$720. Not every home will need to be tested.

I understand if a loan closing has not been done for my project within 12 months of the income verification, my tenant(s) income will need to be re-verified to ensure they still income qualify.

I understand that if the awarded bid is \$50,000 or more, my project will need approval from the Department of Administration.

Please attach copies of the following:

- 1. Copy of your most recent mortgage statement showing your current principal balance and showing you are current on your mortgage payments.**
- 2. A copy of your most recent property tax bill or a recent appraisal.**
- 3. Copy of your homeowner's insurance policy.**

CONFLICT OF INTEREST

Do you have any family or business ties to any of the following people? Yes _____ No _____

Timothy Becker, City Administrator	Jacob Crosetto, City Clerk-Treasurer/Finance Dir.
Missy Frenz, Alderperson	Jake Kummer, Alderperson
Mike Gargano, Alderperson	Jason Schulte, Alderperson, CDA Memeber
Adam Kaney, Alderperson	Phil Peterson, Alderperson
Dave Moon, Alderperson	Dave Knudsen, Alderperson
Blaine Albert, CDA Member	Jodi Beyer, CDA Member
Brian Duvall, CDA Member	Jason Schulte, CDA Member, Alderperson
Matt Smuksta, CDA Member	Sonny Hyde, CDA Member, Alderperson
Beth Stoughtenger/DeForge, CDA Member	Kari Justmann, Housing Team Leader
Hannah Fahrenbruch, Housing Program Assistant	David Estes, Mayor
Names of covered person	

APPEAL PROCESS

Any applicant may appeal the decision of the CDBG Program Administrator by submitting, in writing, a request for reconsideration and the reason for the request to the Program Administrator. If the applicant appeals the Program Administrator’s decision, the CDBG Housing Committee will review the appeal. If the applicant would like to appeal the CDBG Housing Committee’s decision, the applicant may appeal to DOA/DEHCR. DOA/DEHCR will review for consideration and a written response will follow to the applicant. DOA/DEHCR’s determination on the appeal is final.

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I certify that the above information is true and correct to the best of my knowledge. I authorize the CDBG Program and its agents to contact any of the sources identified to confirm the above information. I understand that, except as authorized in this paragraph, the CDBG Program will keep all information contained in this application strictly confidential and will not release it to any other party without my written permission.

I/We authorize a Lead Hazard Review of my/our property. I/We agree that results will be used to determine the scope of my project and that soil sampling will not take place.

No provision of marital property agreement (including a Statutory Individual Property Agreement Pursuant to Sec. 766.587, Wis. Stats.), unilateral statement classifying income from separate property under Sec. 766.59, or court decree under Sec. 766.70 adversely affects the creditor unless the creditor is furnished with a copy of the document prior to the credit transaction or has actual knowledge of its adverse provisions at the time of obligation is incurred.

All household members above 18 years of age sign and date below:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Return  
Application  
to →

City of Reedsburg  
CDBG Housing Program  
201 Corporate Drive  
Beaver Dam, WI 53916  
Phone: 800-552-6330 Fax: 920-887-4250  
Email: kjustmann@msa-ps.com