

**OWNER OCCUPIED
HOME IMPROVEMENT LOAN PROGRAM
250 Elizabeth Lake Rd.
Pontiac, MI 48341-0414
07-10-2019**

Thank you for inquiring about the Oakland County Home Improvement Loan Program. I am sure you will find this is an excellent way to make some of the repairs and improvements you need.

If you are interested in a home improvement loan, ***complete the attached loan application, sign and date the application, paying special attention to the "Required Documentation" page 3.*** Submit copies of all documentation that applies to members of your household. ***We are required to consider the "gross income" for all household members. The income limits can be found on page 2 of the loan packet.***

All loans are 100% Deferred. This is a loan in which only the principal is repaid at a future time, when you sell, move, or lease your home. There are no payments or interest charged on the principal.

Complete the attached application. If we have any questions or additional documentation is needed, an eligibility coordinator will contact you. Send your application as soon as possible, as all applications are processed on a first come first serve basis.

EQUAL OPPORTUNITY PROGRAMS/ACTIVITIES

**COMMUNITIES PARTICIPATING
IN OAKLAND COUNTY'S HOME IMPROVEMENT PROGRAM**

The following fifty-seven communities have agreed in writing to participate in Oakland County's Home Improvement Program. As participating communities, local residents apply directly to Oakland County for their home improvement needs.

Cities: Auburn Hills, Berkley, Birmingham, Bloomfield Hills, Clarkston, Clawson, Farmington, Farmington Hills, Ferndale, Hazel Park, Huntington Woods, Keego Harbor, Lathrup Village, Madison Heights, Northville, Novi, Oak Park, Orchard Lake Village, Pleasant Ridge, Pontiac, Rochester, Rochester Hills, Royal Oak, Southfield, South Lyon, Sylvan Lake, Troy, Walled Lake, Wixom

Townships: Addison, Bloomfield, Brandon, Commerce, Groveland, Highland, Holly, Independence, Lyon, Milford, Oakland, Orion, Oxford, Rose, Royal Oak, Springfield, Waterford, West Bloomfield, White Lake

Villages: Beverly Hills, Franklin, Holly, Lake Orion, Leonard, Milford, Ortonville, Oxford and Wolverine Lake

**OWNER OCCUPIED
OAKLAND COUNTY HOME IMPROVEMENT
LOAN APPLICATION**

04-01-2019

Home improvements can seem out of reach due to inflation, high interest rates and the rising costs of construction. To help qualified families with necessary home improvements and repairs, Oakland County Community & Home Improvement (OCCHI) provides home improvement loans. **There is no interest and there are no payments. When you sell, move or lease your home, the total loan is due and payable.**

The OCCHI division is funded through the U.S Department of Housing and Urban Development (HUD) Community Development Block Grant Program; the HOME program and a portion of our funds come from Oakland County. We have been doing home improvement loans in Oakland County since 1976.

Repairs we can do... This program addresses *necessary basic home improvement* issues, *with an emphasis on health and safety items*. The following is a list of eligible home improvements your home might need:

- | | | | | |
|---------------------|------------------------|--------------------|----------|---------------------|
| Barrier Free Access | Bathrooms | Plumbing | Wells | Water & Sewer Lines |
| Heating System | Electrical Systems | Insulation | Roofs | Septic Systems |
| Windows | Doors | Porches | Kitchens | Chimneys |
| Siding | Basement Waterproofing | Structural Defects | | |

What we don't do... Additions, *improvements on condominiums, mobile homes, rental units*, accessory buildings, landscaping, painting, patios and fencing.

GROSS HOUSEHOLD INCOME LIMITS

Federal Regulations require us to **anticipate income**, using the household's current circumstances to project future income. **WE ARE TO ASSUME THAT TODAY'S CIRCUMSTANCES WILL CONTINUE FOR THE NEXT 12 MONTHS.**

Current gross income is not last year's income. **Gross income includes the earnings of all adult household members plus the benefits of all household members.** Benefits include child support, Social Security benefits, alimony, etc.

HOUSEHOLD SIZE	MAXIMUM INCOME
1 Person	\$42,750
2 Person	\$48,850
3 Person	\$54,950
4 Person	\$61,050
5 Person	\$65,950
6 Person	\$70,850
7 Person	\$75,750
8 Person	\$80,600

Effective 06-28-2019

Program guidelines are subject to periodic changes without notice.

FREQUENTLY ASKED QUESTIONS....

1. Your gross household income (**before deductions**) cannot exceed the maximum HUD income guidelines for your household size, see **page 1** for current income limits.
 - There must be enough household income to maintain the household.
2. You must own the home and it must be your primary residence.
 - If you are buying on a LAND CONTRACT you will not own the home until the land contract is paid-in-full and you are given a deed.
 - Our staff will verify homeownership through the Oakland County Clerk Register of Deeds.
3. Your mortgages and home equity loans must be current.
4. Your property taxes must be current.
 - Taxes are verified through the Oakland County Treasurer's office.
5. There must be enough equity (loan value) available.
 - Staff will determine whether there is sufficient equity (loan value) available in the home.
6. Any bankruptcy must be discharged.
 - ✓ This program is for "major repairs" therefore total contracts must be a minimum of \$7000.
 - ✓ The loans *cannot* be used to pay property taxes, insurance, or pay off credit cards, utilities, etc.
 - ✓ You can secure only one loan through this program in any five (5) year period.

1. Following the preliminary eligibility review, an in-home condition and compliance review will be performed by the assigned Field Technician.
 - Questions regarding the work to be done will be answered by your field technician.
 - Your Field Technician will coordinate the bids and monitor the construction work.
 - Bids are only requested from the OCCHI "pre-approved" contractor list.
2. There will be no exchange of cash between Oakland County and the homeowner.
 - Oakland County makes payments directly to the selected contractor upon satisfactory completion of the work.
3. **Your heirs must repay this Oakland County Community & Home Improvement mortgage just as they must repay all your debts.**

- If you wish to refinance your home in the future, your lender will request a subordination from Oakland County.
- This means your Oakland County Home Improvement loan position will be in a lesser lien position than that of the new lender.
 - **We will not subordinate to an adjustable rate loan or if you are taking cash out.**

Oakland County retains the right to decline any subordination request that jeopardizes the ability of Oakland County to collect on its outstanding loan.

**COMPLETE THE ATTACHED APPLICATION.
IF WE HAVE ANY QUESTIONS OR ADDITIONAL DOCUMENTATION IS NEEDED, WE WILL CONTACT YOU.**

MAIL YOUR LOAN APPLICATION AND SUPPORTING DOCUMENTATION TO:

**OAKLAND COUNTY COMMUNITY & HOME IMPROVEMENT
250 Elizabeth Lake Rd., Ste. 1900
Pontiac, MI 48341-0414
Ph: (248) 858-0493**

REQUIRED DOCUMENTATION

Please submit **copies** of the following documentation. **DO NOT MAIL ORIGINAL DOCUMENTS**

- MI DRIVER'S LICENSE AND/OR MICHIGAN ID** - for any household member 18 years or older, **a copy of both the front and back.**
- MARRIAGE LICENSE**, *if you have married since you purchased the home.*
- DIVORCE DECREE** the cover page and the page indicating who was awarded the property. If the property was purchased after your divorce, it is not necessary to send a copy of the Divorce Decree.
- DEATH CERTIFICATE** is needed if anyone listed on your deed has died since the deed was prepared.

- HOMEOWNERS INSURANCE POLICY** - A COPY of the declaration page, which has the
 - Homeowner's name and property address
 - Agents name and phone number
 - Amount of dwelling coverage
 - Policy expiration date.

- MORTGAGE STATEMENTS**, for First Mortgage and Home Equity Mortgage/Loans
Showing the: Homeowner's Name and Address Current principal balance - Last Paid, Next due
- If you received a MORTGAGE MODIFICATION**, submit a copy of the Modification of Mortgage loan papers.

- FEDERAL INCOME TAX FORMS**, **Sign and date a copy** of your most recently filed 1040 or 1040 EZ Individual Federal Income Tax forms including copies of your W2's, 1098, 1099 forms and all Schedules.
- STATE OF MICHIGAN INCOME TAX FORMS**, **Sign and date a copy** of your most recently filed MI-1040 or MI-1040 EZ State of Michigan Individual income tax forms, including all Schedules and; Homestead Property Tax Credit forms.
IF YOU ARE SELF-EMPLOYED SUBMIT 2 YEARS FEDERAL AND STATE OF MI INCOME TAX FORMS.

**TAX FORMS ARE USED TO VERIFY RESIDENCY AND NUMBER IN HOUSEHOLD
INCOME ELIGIBILITY IS DETERMINED BY USING YOUR CURRENT GROSS HOUSEHOLD INCOME, NOT LAST YEARS INCOME.**

CURRENT GROSS HOUSEHOLD INCOME

SUBMIT COPIES OF ALL DOCUMENTATION THAT APPLIES TO ALL MEMBERS OF YOUR HOUSEHOLD
We are required to anticipate income. We are to assume that today's circumstances will continue for the next 12 months.

- EMPLOYMENT** If you or any adult (18 years of age or older) living in the household is employed, submit pay stubs for the most recent two consecutive months. If paid weekly submit 8 check stubs, if paid bi-weekly submit 4 check stubs, and if paid monthly submit 2 check stubs.
- UNEMPLOYMENT** If you or any adult (18 years of age or older) living in the household is *unemployed*, submit documentation of Unemployment Benefits Payments. The information is available at: www.Michigan.gov/uia , (*select*) **Online applications available**, (*select*) **UIA Online Services for Unemployed Workers**; or a copy of your Unemployment Benefit Award Letter.
- SOCIAL SECURITY BENEFITS**, submit a copy of your Annual Social Security Award Letter (Your Current Benefit Amount).
If you do not have a copy of this letter you can phone the Social Security office at (800) 772-1213 and request documentation of your benefits.
- PENSION or DISABILITY**, submit a copy of the most recent check stub.
- CHILD SUPPORT**, Submit a Court Order Child Support Information Report for the last six (6) months. This can be obtained in person from the County, Friend of Court Office, where support where your divorce was granted, (ex: Oakland County, Genesee County, Wayne County).
- FULL-TIME STUDENT** (12 credits or more): Any household member 18 or older, **excluding** borrower and co-borrower, must submit proof of current enrollment (ex: report card, student registration form) and **if employed a copy of their last two months check stubs.**
- PUBLIC ASSISTANCE**, submit a copy of most recent Budget Letter or Family Independence Agency Quarterly Statement.
- PARSONAGE ALLOWANCE**, submit documentation from your parish for the year.

Mail the application and documentation to: Oakland County Home Improvement Loan Program
250 Elizabeth Lake Rd., Ste. 1900
Pontiac, MI 48341-0414
Ph: (248) 858-0493

**OWNER OCCUPIED
OAKLAND COUNTY HOME IMPROVEMENT LOAN APPLICATION**
Oakland Pointe, Suite 1900
250 Elizabeth Lake Road
Pontiac MI 48341-0414
04-01-2019

ADDRESS OF PROPERTY TO BE IMPROVED:

House Number/Street Name

City/State/Zip Code

BORROWER	CO-BORROWER
NAME	NAME
BIRTH DATE	BIRTH DATE
DAYTIME PHONE ()	DAYTIME PHONE ()
CELL PHONE ()	CELL PHONE ()
E-MAIL ADDRESS	E-MAIL ADDRESS
SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER
<input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED, widowed/divorced	<input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED, widowed/divorced
SINGLE PARENT, HEAD OF HOUSEHOLD <input type="checkbox"/> YES <input type="checkbox"/> NO	
FEMALE HEAD OF HOUSEHOLD <input type="checkbox"/> YES <input type="checkbox"/> NO	
EMPLOYER _____ Occupation _____ Date Hired _____ Mth/Year Paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly Usually Work _____ Hours Per Pay <input type="checkbox"/> My hours vary per pay	EMPLOYER _____ Occupation _____ Date Hired _____ Mth/Year Paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly Usually Work _____ Hours Per Pay <input type="checkbox"/> My hours vary per pay
2nd EMPLOYER _____ Occupation _____ Date Hired _____ Mth/Year Paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly Usually Work _____ Hours Per Pay <input type="checkbox"/> My hours vary per pay	2nd EMPLOYER _____ Occupation _____ Date Hired _____ Mth/Year Paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly Usually Work _____ Hours Per Pay <input type="checkbox"/> My hours vary per pay
ARE YOU UNEMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE YOU BECAME UNEMPLOYED	ARE YOU UNEMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE YOU BECAME UNEMPLOYED

Income from all sources for all household members, including unrelated persons

Social Security	\$ _____ per month	Child Support	\$ _____ per month
Pension	\$ _____ per month	Spousal Support	\$ _____ per month
Rental	\$ _____ per month	Parsonage Allowance	\$ _____ per month
Land Contract	\$ _____ per month	Unemployment	\$ _____ per month
IRA/Trust	\$ _____ per month		
Other	\$ _____ per month - Describe Other _____		

List below the **AGES** and **NAMES** of **ALL PERSONS** living in the household

Borrower	age	<input type="text"/>	Borrower	age	<input type="text"/>	Name	age	<input type="text"/>
Name:	age	<input type="text"/>	Name	age	<input type="text"/>	Name	age	<input type="text"/>

Number of Full-time students over 18 years old, excluding borrower or co-borrower *Use a separate sheet for more students.*

NAME _____ age NAME _____ age
 Full-time students? yes no
 Employed? yes no

If full time student, submit proof of school enrollment. If employed, submit a copy of their most recent check stub.

Do you have heat? yes no Do you have water? yes no
 Is your septic or sewer failing? yes no Is your house roof failing? yes no

List your Mortgage/s or Home Equity Loans	Account Number	Current Balance	Monthly Payment
1 st Mortgage Company		\$	\$
2 nd Mortgage Company		\$	\$
Home Equity Loan - Credit Limit	\$	\$	\$

HAVE YOU DECLARED BANKRUPTCY IN THE LAST 7 YEARS? YES NO

IF YES, SUBMIT A COPY OF THE DISCHARGE OF BANKRUPTCY WITH YOUR LOAN APPLICATION. DATE DISCHARGED ? _____

The following HEAD OF HOUSEHOLD information is obtained for statistical reporting only

HISPANIC
Complete for Head of Household Only
 Yes
 No

Number of **HANDICAPPED PERSON/S** in household? _____
 Number of **UNRELATED PERSON/S** living in household? _____
 Number of **BEDROOMS IN THE HOUSE?** _____

SINGLE RACE
Complete for Head of Household only
 White
 Black/African American
 Asian
 American Indian/Alaskan Native
 Hawaiian/Other Pacific Islander

MULTI-RACE
Complete for Head of Household only
 Black/African American & White
 Asian & White
 American Indian/Alaskan Native & White
 American Indian/Alaskan Native & Black/African American
 Other Multi-Racial

HOW DID YOU LEARN ABOUT OUR PROGRAM? Brooks Patterson's Letter Friend or Family Internet
 TV Flyer Other _____

IMPORTANT, READ THIS BEFORE SIGNING
THE HOME MUST BE A SINGLE FAMILY OWNER-OCCUPIED PROPERTY

FINANCIAL PRIVACY NOTICE: By the Right to Financial Privacy Act of 1978, Oakland County Community & Home Improvement has a right to access financial records held by any financial institution in connection with the consideration or administration of the Home Improvement Loan Program for which you have applied. Financial records involving your transactions will be available without further notice or authorization but will not be disclosed or released to another government agency or department without your consent except as required or permitted by law.

APPLICANTS CERTIFICATION: The applicant certifies that all information in this application, and all information furnished in support of this application is for the purpose of obtaining funds for the improvement of the above mentioned property, and that these statements are true to the best of the applicants knowledge and belief.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001, provides: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing, or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both."

EQUAL OPPORTUNITY PROGRAMS/ACTIVITIES

Date Signed _____ signature _____ signature _____