

## Welcome to the Oakland County Owner Occupied Home Improvement Program!

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 low interest home improvement loans.

**Who we are...** The OCCHI division is funded through the U.S Department of Housing and Urban Development (HUD) 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.

**What we do...** Assist you in the loan application process. Oakland County certified technicians inspect your home for needed repairs. **Pre-approved** insured, MI Residential Licensed Builders with a MI Lead Abatement license, from the **Oakland County Community & Home Improvement Contractor List** will be invited to bid on the repairs. Our staff will prepare the loan documents. Repairs will be monitored during construction, by an Oakland County technician.

**Repairs we can do...** This program addresses **basic home improvement** issues. Priority is given to health and safety items, energy conservation, and structural preservation. However, the following is a list of the eligible home improvements your home might need:

Barrier Free Access	Bathrooms	Doors	Electrical Systems	Wells
Porches	Kitchens	Windows	Heating	Septic Systems
Chimneys	Roofs	Insulation	Plumbing	Water and Sewer Lines
Masonry	Structural Defects	Siding		

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

**Do I qualify...?** There must be **sufficient equity** (loan value) in the home. **Your household income cannot exceed the maximum income guidelines** for Oakland County. **You must live in a participating community. You must own the home, 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. It must be your primary residence. Your property taxes must be current. Any bankruptcy must be discharged.**

**How do I apply for an Oakland County home improvement loan?** Complete the enclosed application. Submit the completed application and required documentation, which is listed on page 3. You will be notified by mail when the preliminary eligibility review is complete.

**All applications are processed as first-come first-serve.** You will be notified by mail when your application is received.

### Some frequently asked questions...

**How do I repay this loan?** There are 3 types of loans, an installment loan, deferred loan, and a combination installment and deferred loan. All loans become due and payable when you no longer reside in the home, ex: sell, rent, lease the home or following your death. **The type of loan you qualify for is determined by income.**

**Must this loan be repaid when I pass away?** Yes, this loan is a mortgage on your property. Your heirs must repay the mortgage, just as they must repay all your debts.

**Can I pay back taxes or special assessments with this loan?** No, these loans can only be used for repairs to your home.

**Will the technicians check for lead hazards in my house?** Yes, our technicians are state certified Lead Inspectors and Risk Assessors. A state certified lead abatement contractor will be doing the work on your home.

**Who pays the contractor for the work being done on my home?** There will be no exchange of cash between Oakland County and the homeowner. Oakland County will make payments directly to the contractor.

**Can I have more than one Oakland County Home Improvement loan?** You can secure only one loan through this program in any 5 year period.

**FOR ADDITIONAL QUESTIONS OR INFORMATION  
CALL BETWEEN 8:30 AM AND 5:00 PM, MONDAY THRU FRIDAY  
248-858-5401 or 248-858-0495 or  
Toll Free 888-350-0900 Ext. 85401 or Ext. 80495**

## EQUAL OPPORTUNITY PROGRAMS/ACTIVITIES

### PARTICIPATING COMMUNITIES

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

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

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

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

#### COMMUNITIES WITH THEIR OWN HOME IMPROVEMENT PROGRAM

City of Farmington Hills	248-871-2549	City of Royal Oak	248-246-3000
City of Pontiac	248-758-3200	City of Southfield	248-796-4173
Waterford Twp	248-674-6228		

## LOAN TYPES

### CURRENT MAXIMUM LOAN AMOUNT: \$18,000

The loan type you qualify for is based on **household size** (anyone living in the household) and **gross** (before taxes) **household income**.

**WHEN INCOME ELIGIBILITY HAS BEEN DETERMINED, THE LOAN PROCESSING PERSONNEL WILL CONTACT YOU REGARDING YOUR ELIGIBILITY AND THE TYPE OF LOAN YOU QUALIFY FOR.**

<b>Installment Loan</b>	This loan is one in which the principal and 3% interest must be repaid on a scheduled monthly basis. The payments are based upon the amount of the loan. The maximum term for an installment loan is twenty years. <b>The <i>minimum payment</i> is approximately \$60.00 per month.</b>
<b>Deferred Loan</b>	This loan is one in which only the principal is to be repaid at a future time, when you sell or move from the premises. There are no payments or interest charged on the principal.
<b>Combination Loan</b>	This loan is part installment (3% interest) and part deferred (0% interest).

## INCOME LIMITS

**YOUR HOUSEHOLD INCOME MUST BE AT OR BELOW THE MAXIMUM INCOME LIMIT FOR HOUSEHOLD SIZE.**

HOUSEHOLD SIZE	MAXIMUM INCOME
1 Person	\$39,150
2 Person	\$44,750
3 Person	\$50,350
4 Person	\$55,900
5 Person	\$60,400
6 Person	\$64,850
7 Person	\$69,350
8 Person	\$73,800

## REQUIRED DOCUMENTATION

**YOU MUST SUBMIT COPIES OF THE FOLLOWING DOCUMENTATION. DO NOT MAIL ORIGINAL DOCUMENTS**

- PROOF OF OWNERSHIP**, must be **RECORDED** at Oakland County Register of Deeds

- Warranty Deed
- Quit Claim Deed/s

We are required to follow the chain of title back to the last recorded Warranty Deed.

- 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.

- PROOF-OF-HOMEOWNERS FIRE INSURANCE – COPY OF DECLARATION PAGE INDICATING**

- Agents name and phone number
- Amount of dwelling coverage
- Policy expiration date

- MORTGAGE STATEMENTS**, for First Mortgage and Home Equity Mortgage/Loans, indicating:

- Current principal balance
- Next due date

### INCOME TAX FORMS

- FEDERAL INCOME TAX FORMS**, a complete copy (all pages) of your most recently filed, signed and dated *including W2 forms, 1099 forms and schedules* If you are self employed please submit 2 years tax forms.
- STATE OF MICHIGAN INCOME TAX FORMS**, a complete copy (all pages) of your most recently filed, *signed and dated, including Homestead Property Tax Credit form, W2 forms, 1099 forms and schedules* If you are self-employed please submit 2 years tax forms.

### CURRENT HOUSEHOLD INCOME

We are required to consider income from all sources for all household members including unrelated persons.

**SUBMIT COPIES OF ALL DOCUMENTATION THAT APPLIES TO MEMBERS OF YOUR HOUSEHOLD.**

- EMPLOYMENT** If you or any adult (18 years of age or older) living in the household is employed, submit a copy of their most recent payroll check stub/s
- UNEMPLOYMENT** If you or any adult (18 years of age or older) living in the household is unemployed, submit a copy of their most recent unemployment check stub/s
- SOCIAL SECURITY BENEFITS**, submit a copy of one of the following:
- Annual Social Security award letter
  - Bank Statement, if direct deposit
  - Your next check
- If you do not have any of the above items you can phone the social security office at (800) 772-1213 and ask them to send you documentation of your benefits.
- PENSION or DISABILITY**, submit a copy of the most recent check stub
- CHILD SUPPORT**, submit a copy of a child support payment history for the last 6 months, known as **Court Order Information Report**, which can be obtained in person at the Oakland County Friend of the Court, Banking Dept., 230 Elizabeth Lake Rd, Pontiac, MI or request by phone toll free at 888-350-0900 Ext. 81565
- FULL-TIME STUDENT**, any household member 18 or older, excluding borrower and co-borrower, submit proof of enrollment ex: report card, student registration form
- PUBLIC ASSISTANCE**, submit a copy of most recent Budget Letter or Family Independence Agency Quarterly Statement foster care payments are excludable.
- PARSONAGE ALLOWANCE**, submit documentation from your parish
- SOLE PROPRIETOR BUSINESS** submit a Statement of Earnings, for the current year
- PARTNERSHIP OR S CORPORATION INCOME**, submit a copy of your Schedule K-1, for the current year

**MAIL YOUR APPLICATION TO:** **Oakland County Home Improvement Loan Program**  
**250 Elizabeth Lake Road, Pontiac, MI 48341-0414**  
**- OR - Use the enclosed self addressed envelope**