

OWNER OCCUPIED
OAKLAND COUNTY HOME IMPROVEMENT LOAN APPLICATION
As of October 1, 2009

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) 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 *basic home improvement* issues, *with an emphasis on health and safety items*. The following is a list of the eligible home improvements your home might need:

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

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

Frequently asked questions....

- Your **GROSS HOUSEHOLD INCOME** (before deductions) cannot exceed the maximum HUD income guidelines for your household size, **see page 2 for income limits**.
- There must be **SUFFICIENT EQUITY** (loan value) available in the home. The current property value less any mortgages and/or home equity loans secured against the property.
- 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.***
- Your mortgage and property taxes must be current.
- The loans **cannot** be used to payoff credit cards, utilities, etc. We finance repairs contracted through this program.
- Your heirs must repay the mortgage, just as they must repay all your debts.
- Any bankruptcy must be discharged.
- If you are determined to be eligible, an appointment will be scheduled for a field technician to visit your home. He will answer **ALL QUESTIONS** relating to the work to be done.
- There will be no exchange of cash between Oakland County and you. Oakland County will make payments directly to the selected builder, upon satisfactory completion of the work.
- We will request bids from our "**Pre-approved**" **COMMUNITY & HOME IMPROVEMENT CONTRACTOR LIST**.
- You can secure only one loan through this program in any 5 year period.

COMPLETE THE APPLICATION TO THE BEST OF YOUR ABILITY.
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 AND HOME IMPROVEMENT
OAKLAND POINTE, 250 ELIZABETH LAKE ROAD SUITE 1900
PONTIAC MI 48341-0414**

EQUAL OPPORTUNITY PROGRAMS/ACTIVITIES

COMMUNITIES WITH THEIR OWN HOME IMPROVEMENT PROGRAM

Five communities have their own home improvement program. If you live in the **cities of Pontiac, Southfield, Royal Oak, Farmington Hills, or Waterford Township** phone your city or township office for assistance.

COMMUNITIES PARTICIPATING IN OAKLAND COUNTY'S COMMUNITY DEVELOPMENT PROGRAM

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

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

MAXIMUM LOAN AMOUNT: \$18,000

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	\$39,750
2 Person	\$45,450
3 Person	\$51,100
4 Person	\$56,800
5 Person	\$61,350
6 Person	\$65,900
7 Person	\$70,450
8 Person	\$75,000

Program guidelines are subject to periodic changes without notice.

REQUIRED DOCUMENTATION

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

- PROOF OF OWNERSHIP**, submit a copy of your **Warranty Deed or Quit Claim Deed**
- A COPY OF PROPERTY OWNER'S DRIVERS LICENSE AND/OR MICHIGAN ID (owner and co-owner)
- MARRIAGE LICENSE, only 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.

- A COPY of the "declaration page" of your HOMEOWNERS INSURANCE POLICY, which has the:
 - Agents name and phone number
 - Amount of dwelling coverage
 - Policy expiration date

- MORTGAGE STATEMENTS**, for First Mortgage and Home Equity Mortgage/Loans, which has the:
 - Current principal balance
 - Next due date

- FEDERAL INCOME TAX FORMS**, *Sign and date a copy* of your most recently filed **1040 or 1040 EZ Individual Federal income tax Return forms; and copies of your W2's, 1098 and 1099 forms and Schedules.** We do not need the Worksheets. Income tax forms are used to verify residency and number in household; check stubs, etc. are used to determine your **current gross** household income.
- 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 Schedules and Homestead Property Tax Credit forms.** We do not need the Worksheets.

CURRENT GROSS HOUSEHOLD INCOME

SUBMIT COPIES OF ALL DOCUMENTATION THAT APPLIES TO 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 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 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 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 Child Support Payment History for the last 6 months, known as **Court Order Information Report**, which can be obtained in person at 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 current 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 LOAN APPLICATION AND ALL THE DOCUMENTATION THAT APPLIES TO MEMBERS OF YOUR HOUSEHOLD TO:

Oakland County Home Improvement Loan Program
250 Elizabeth Lake Rd., Ste 1900, Pontiac MI 48341-0414

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

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 failing? yes no

Is your sewer failing? yes no

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

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.

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 _____