

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
Porches	Kitchens	Windows	Heating
Masonry	Roofs	Siding	Plumbing
Septic systems	Wells	Insulation	Water and Sewer Lines

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 supervisors. 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
248-858-5401 or 248-858-0495 or
Toll Free 888-350-0900 Ext. 85401 or Ext. 80495

EQUAL OPPORTUNITY PROGRAMS/ACTIVITIES

KEY DEFINITIONS
“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, Wolverine Lake

COMMUNITIES WITH THEIR OWN HOME IMPROVEMENT PROGRAM

City of Farmington Hills	248-871-2549	City of Royal Oak	248-246-3290
City of Madison Heights	248-583-0842	City of Southfield	248-796-4173
City of Pontiac	248-857-5746	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 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.

Installment Loan	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. The <i>minimum payment</i> is \$50.00 per month.
Deferred Loan	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 nor interest charged on the principal.
Combination Loan	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

DOCUMENTATION REQUIRED

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, Ste 1900, Pontiac, MI 48341-0414
- OR - Use the enclosed self addressed envelope

OAKLAND COUNTY HOME IMPROVEMENT LOAN APPLICATION

Oakland Pointe, Suite 1900

250 Elizabeth Lake Road

Pontiac MI 48341-0414

ADDRESS OF PROPERTY TO BE IMPROVED:

House Number/Street/Name _____

City/State/Zip Code _____

BORROWER	CO-BORROWER
NAME <input type="checkbox"/> Male <input type="checkbox"/> Female	NAME <input type="checkbox"/> Male <input type="checkbox"/> Female
BIRTH DATE	BIRTH DATE
DAYTIME PHONE NO. ()	DAYTIME PHONE NO. ()
CELL PHONE NO. ()	CELL PHONE NO. ()
SOCIAL SECURITY NUMBER	SOCIAL SECURITY NUMBER
<input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED <i>incl. single, divorced, widowed</i>	<input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED <input type="checkbox"/> UNMARRIED <i>incl. single, divorced, widowed</i>
UNEMPLOYED <input type="checkbox"/> YES <input type="checkbox"/> NO	UNEMPLOYED <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 <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hours Worked Per Pay ____ Gross Wages Per Pay \$ _____	EMPLOYER _____ Occupation _____ Date Hired _____ Mth/Year Paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hours Worked Per Pay ____ Gross Wages Per Pay \$ _____
2nd EMPLOYER _____ Occupation _____ Date Hired _____ Mth/Year Paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hours Worked Per Pay ____ Gross Wages Per Pay \$ _____	2nd EMPLOYER _____ Occupation _____ Date Hired _____ Mth/Year Paid: <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hours Worked Per Pay ____ Gross Wages Per Pay \$ _____

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 week,
IRA/Trust	\$ _____	per month	date became unemployed	_____	
Other	\$ _____	per month, describe			Mth/Year

Total NUMBER of PERSONS LIVING in the HOUSEHOLD

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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
age	age	age	age
Borrower	Co-Borrower		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
age	age	age	age

Are any individuals 18 and over do not include the Borrower and Co-borrower

Full-time students? no yes, submit proof of enrollment
 Employed? no yes, submit a copy of their most recent check stub

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	Line of 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.

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

**WE DO NECESSARY MAINTENANCE AND REPAIRS TO THE EXISTING DWELLING
 WITH THE EMPHASIS ON HEALTH AND SAFETY ITEMS**

WHAT REPAIRS DO YOU WANT TO DO?

Plumbing Electrical Well Water or Sewer Lines Windows
 Furnace Roof Septic System Siding Doors
 Insulation Cement Work Other, describe

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

 Borrower's Signature
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 Co-Borrower's Signature

 date signed