

**OWNER OCCUPIED
HOME IMPROVEMENT LOAN PROGRAM
250 Elizabeth Lake Rd.
Pontiac, MI 48341-0414
07-01-2020**

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.

The OCCHI division programs are funded through the U.S Department of Housing and Urban Development (HUD). We have been doing home improvement loans in Oakland County since 1976.

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.

**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

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

EQUAL OPPORTUNITY PROGRAMS/ACTIVITIES

OWNER OCCUPIED OAKLAND COUNTY HOME IMPROVEMENT LOAN APPLICATION

07-01-2020

Home improvements can seem unaffordable. 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 monthly payments. When you sell, move or lease your home, the total loan is due and payable.**

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	\$44,000
2 Person	\$50,250
3 Person	\$56,550
4 Person	\$62,800
5 Person	\$67,850
6 Person	\$72,850
7 Person	\$77,900
8 Person	\$82,900

Effective 7-01-2020

Program guidelines are subject to periodic changes without notice.

ADDITIONAL INFORMATION....

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.
 - Our staff will verify homeownership through the Oakland County Clerk Register of Deeds.
 - LAND CONTRACTS are not eligible.
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.
 - Equity is determined by calculating the State Equalized Value (SEV) x 2.5 then subtracting all open liens against the property.
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, a Housing Rehabilitation Property Standards (HRPS) review will be performed by the assigned Field Technician.
 - The work to be done will be identified by you & your Field technician based on Housing Rehab Property Standards.
 - Your Field Technician will complete property specifications, 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. The estate is responsible to repay this Oakland County Community & Home Improvement mortgage.

If you wish to refinance your existing mortgage, your lender will request a subordination from Oakland County.

- **Oakland County will subordinate for better mortgage terms. We will not allow 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. **BANK STATEMENTS CANNOT BE USED AS DOCUMENTATION.**

- 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** *complete copy*
- 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/Loan
Showing the: Homeowner's Name and Address, Current Principal Balance, Last Paid and 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 the **most recent pay stubs for two consecutive months**. If paid weekly submit 8 check stubs. If paid bi-weekly submit 4 check stubs. 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 (showing the **Gross** 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 Friend of Court Office, in the County where Child Support 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: 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
 Phone: (248) 858-0493

ADDRESS OF PROPERTY TO BE IMPROVED:

House Number/Street Name _____

City/State/Zip Code _____

BORROWER

CO-BORROWER

NAME _____ Male
 Female

NAME _____ Male
 Female

BIRTH DATE _____

BIRTH DATE _____

DAYTIME PHONE () _____ Home
 Work

DAYTIME PHONE () _____ Home
 Work

CELL PHONE () _____

CELL PHONE () _____

E-MAIL ADDRESS _____

E-MAIL ADDRESS _____

SOCIAL SECURITY NUMBER _____

SOCIAL SECURITY NUMBER _____

MARRIED SEPARATED UNMARRIED, *include single, single, divorced, widowed*

MARRIED SEPARATED UNMARRIED, *include single, single, divorced, widowed*

SINGLE PARENT, HEAD OF HOUSEHOLD? YES NO

SINGLE PARENT, HEAD OF HOUSEHOLD? YES NO

FEMALE, HEAD OF HOUSEHOLD? YES NO

FEMALE, HEAD OF HOUSEHOLD? YES NO

EMPLOYER _____

EMPLOYER _____

Occupation _____ Date Hired _____
 Mth/Year

Occupation _____ Date Hired _____
 Mth/Year

Paid: Weekly Bi-Weekly Twice Monthly

Paid: Weekly Bi-Weekly Twice Monthly

Usually Work _____ Hours Per Pay

Usually Work _____ Hours Per Pay

My hours vary per pay

My hours vary per pay

2nd EMPLOYER _____

2nd EMPLOYER _____

Occupation _____ Date Hired _____
 Mth/Year

Occupation _____ Date Hired _____
 Mth/Year

Paid: Weekly Bi-Weekly Twice Monthly

Paid: Weekly Bi-Weekly Twice Monthly

Usually Work _____ Hours Per Pay

Usually Work _____ Hours Per Pay

My hours vary per pay

My hours vary per pay

ARE YOU UNEMPLOYED? YES NO

ARE YOU UNEMPLOYED? YES NO

IF YES, DATE YOU BECAME UNEMPLOYED _____

IF YES, DATE YOU BECAME UNEMPLOYED _____

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

Social Security \$ _____ per month
 Pension \$ _____ per month
 Rental \$ _____ per month
 Land Contract \$ _____ per month
 IRA/Trust \$ _____ per month

Child Support \$ _____ per month
 Spousal Support \$ _____ per month
 Parsonage Allowance \$ _____ per month
 Unemployment \$ _____ per month
 Other \$ _____ per month, Describe

Total NUMBER of PERSONS LIVING in the HOUSEHOLD

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

Borrower age Borrower age Name age
 Name: age Name age Name age

Number of Full-time students between 18 and 26 years old, excluding borrower or co-borrower

Use a separate sheet for more students.

NAME _____ age

Full-time students? yes no

Employed? yes no

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 last 2 months check stubs.

Do you have heat? yes no

Do you have water? yes no

Is your house roof failing? yes no

Is your septic failing? yes no

Is your sewer failing? yes no

List your Mortgage/s or Home Equity Loans

Account Number

Current Balance

Monthly Payment

1st Mortgage Company

\$

\$

2nd 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? County Executive'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 _____

AUTHORIZATION TO RELEASE INFORMATION

I/We, the undersigned authorizes Oakland County Community & Home improvement (OCCHI), to verify any household income, my employment, outstanding debts, including any present or previous mortgages, and to make any other inquiries pertaining to my qualification for a mortgage loan from Oakland County Community & Home Improvement. You may make copies of this letter for distribution to any party with which I have a financial or credit relationship and that party may treat such copy as an original.

This authorization expires one year from today's date unless otherwise stipulated in writing.

Printed Name of Applicant: _____

Signature: _____

Date: _____

Second Signature, if applicable:

Printed name of co-applicant: _____

Co-applicant's Signature: _____

Date: _____

Other Household member, 18 years or older:

Printed Name: _____

Signature: _____

Date: _____

Please return completed form to:

Oakland County Community & Home Improvement
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