

# CITY OF WAUPUN OWNER OCCUPIED REHABILITATION PROGRAM

Please complete the entire application and return it to our office along with all applicable documentation.

How did you hear about the program? (**circle all that apply**)

Newspaper    Radio    Local Newsletter    Utility Bill    Tax Bill  
Website    Facebook    Other: \_\_\_\_\_

ARE YOU A U.S. CITIZEN OR A QUALIFIED ALIEN?  
\_\_\_\_ YES    \_\_\_\_ NO    (**YOU MUST CHECK ONE**)

**NOTE: A TYPICAL PROJECT OF ROOFING, SIDING AND WINDOWS MAY COST APPROXIMATELY \$30,000 - \$40,000. Effective immediately, all lead-based paint hazard repairs will be granted to eligible applicants and those costs will not need to be paid back.**

**The actual cost of each project will vary depending on the scope of work and the size of the home. The program cannot reimburse for work that has already been done.**

**You must income qualify for the program and there must be enough equity in the home to complete all the repairs. If you have questions regarding your available equity, please contact us prior to submitting the application.**

## Return application to:

City of Waupun  
CDBG Rehabilitation Program  
C/O Susan Maier  
201 Corporate Drive  
Beaver Dam, WI 53916  
Phone: 800-552-6330    Fax: 920-887-4250  
Email: smaier@msa-ps.com



**You are not required to answer the questions below. If you choose not to answer them, please check here.**\_\_\_\_\_

Sex of Applicant: \_\_\_\_\_ Male \_\_\_\_\_ Female

Head of Household: \_\_\_\_\_ Male \_\_\_\_\_ Female

Marital Status of Applicant: \_\_\_\_\_ Single \_\_\_\_\_ Married \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_ Widowed

**Racial/Ethnic Background, Check One:**

- |  |   |
|--|---|
| _____ White                                  | _____ American Indian/Alaskan Native & White                  |
| _____ Black/African American                 | _____ Asian & White   |
| _____ Asian                                  | _____ Black/African American & White                          |
| _____ American Indian/Alaskan Islander       | _____ American Indian/Alaskan Native & Black/African American |
| _____ Native Hawaiian/Other Pacific Islander | _____ Balance of Other  |
| _____ Hispanic                               |   |

Is this your primary residence?  Yes  No      Are the property taxes paid up to date?  Yes  No

What type of property is this?

- Single Family     Multi-Family (# of units \_\_\_\_\_)     Mobile Home (MUST be tied down and MUST own the land home is on)

Name(s) on Property Title	Date of Purchase	Year Property Built (YOU <b>MUST</b> PUT APPROXIMATE YEAR)

**LIST ALL DEBT AGAINST PROPERTY** (Example: Mortgages, Land Contract, Lines of Credit, Judgments)

Name of Lender	Loan Number	Original Amount	Balance Due	Term (# of years)	Interest Rate	Type of Loan (WHEDA, VA, Land Contract, Bank, etc.)

**\*\*If your home was purchased within the last year, please attach a copy of your appraisal.**

**HOMEOWNERS INSURANCE**

Name of Insurance Co.: \_\_\_\_\_ Name of Agent: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Phone Number of agent: \_\_\_\_\_

Address of agent: \_\_\_\_\_

In order to be eligible, your income must be below the following limits for:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Dodge County	\$48,350	\$55,250	\$62,150	\$69,050	\$74,600	\$80,100	\$85,650	\$91,150
FDL County	\$49,950	\$57,050	\$64,200	\$71,300	\$77,050	\$82,750	\$88,450	\$94,150

**IMPROVEMENTS NEEDED (Check all that apply)**

<input type="checkbox"/>	Roof	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	Interior Walls
<input type="checkbox"/>	Exterior/Siding/Painting	<input type="checkbox"/>	Furnace	<input type="checkbox"/>	Water Heater
<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	Foundation	<input type="checkbox"/>	Doors
<input type="checkbox"/>	Wiring/Electrical	<input type="checkbox"/>	Windows	<input type="checkbox"/>	Porch
<input type="checkbox"/>	Chimney Repair	<input type="checkbox"/>	Other (explain)		

**\*\*Only work that is considered essential and necessary will be permitted. All Lead Based Paint Hazards will need to be corrected. Hazards will be determined upon an initial project assessment of your entire home. All Lead Based Paint hazard repair costs will be granted and will not be included in your loan.**

**COMPLETE THE FOLLOWING INCOME/ASSET QUESTIONNAIRE COMPLETELY**

Circle Y for Yes, N for No	Income Source	Documentation Required
1. Y N	Employment receiving wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation	Will need most recent <b>3 months</b> of check stubs
Start Date: _____	Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____	Homeowner name _____
Start Date: _____	Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____	Homeowner name _____
Start Date: _____	Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____	Homeowner name _____
2. Y N	Self employed (Describe type of business) _____	Will need copies of last 3 years of Federal Income Tax Form 1040 and applicable Schedules
3. Y N	Unemployment benefits and/or Worker's Compensation.	Will need most recent 3 months of check stubs
4. Y N	Social Security, Supplemental Security Income (SSI) or Disability.	Send benefit statement

5. Y N	Periodic payments from trusts, annuities, inheritance, retirement's funds or pensions, insurance policies. If yes, list <b>sources</b> and whose <b>name</b> is on account: 1) _____ 2) _____	Send most recent documentation  \$ _____ \$ _____
6. Y N	Income from real or personal property i.e.: interest or dividends	\$ _____
7. Y N	Alimony/spousal maintenance payments.	Will need most recent 3 months of check stubs
8. Y N	I am entitled to receive Child Support Payments. <b>If yes, then answer the following:</b> <input type="checkbox"/> I am currently receiving child support payments. (check one) <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-weekly <input type="checkbox"/> Monthly  <input type="checkbox"/> I am not receiving any child support payments but it is court ordered that I do.	Will need last 3 months of what you have received <b>and</b> copy of court order  \$ _____ \$ _____
9. Y N	Income from a source other than those listed above. If yes, list sources: 1) _____ 2) _____	Will need last 3 months of what you have received  \$ _____ \$ _____

Circle Y for Yes, N for No	Assets	Cash Value/Balance	
10. Y N	Checking account(s). If yes, list bank(s) and the location(s): 1) _____ Interest Rate: _____ 2) _____ Interest Rate: _____	Will need last 6 months bank statements <b>OR</b> a signed statement from bank with 6 month average balance.	<b>Name on Account</b> _____ _____
11. Y N	Savings account(s). If yes, list bank(s) and the location(s): 1) _____ Interest Rate: _____ 2) _____ Interest Rate: _____	Will need most current bank statement \$ _____ \$ _____	<b>Name on account</b> _____ _____
12. Y N	Certificates of Deposit (CD) or Money Market Accounts If yes, list source/bank names and location: 1) _____ Interest Rate: _____ 2) _____ Interest Rate: _____ 3) _____ Interest Rate: _____	Need documentation \$ _____ \$ _____ \$ _____	<b>Name on account</b> _____ _____ _____

13. Y N	Real Estate-Do you own rental property or land? If yes, list location and mortgage holder: 1) _____ 2) _____	\$ _____ \$ _____	Please send copy of property tax statement
14. Y N	Stocks, Bonds, or Treasury Bills. If yes, list source/bank names and location on next page: 1) _____ Interest Rate: _____ 2) _____ Interest Rate: _____	\$ _____ \$ _____	Name on account
15. Y N	IRA/Lump Sum Pension/Retirement/Keogh/401(k) Account, etc. If yes, list source/bank names & addresses or contact info on next page: 1) _____ Interest Rate: _____ 2) _____ Interest Rate: _____	Need documentation \$ _____ \$ _____	Name on account
16. Y N	Whole Life Insurance Policy. If yes, how many policies ____ List sources: 1) _____ Interest Rate: _____ 2) _____ Interest Rate: _____	Need documentation \$ _____ \$ _____	Name on account
17. Y N	Income from assets or sources other than those listed above. If yes, list type(s) below 1) _____ 2) _____	Need current documentation \$ _____ \$ _____	

**PLEASE ALSO INCLUDE A COPY OF THE FOLLOWING:**

- 1) Copy of most recent property tax bill
- 2) Copy of your homeowner's insurance policy
- 3) Copy of your most recent mortgage statement showing your current principal balance and showing you are current on your mortgage payments
- 4) Copy of your most recent Federal Income Taxes along with any schedules. If you do not file taxes, please sign here: \_\_\_\_\_

**READ EACH ITEM BEFORE SIGNING THE APPLICATION. IF YOU DO NOT UNDERSTAND, ASK FOR ASSISTANCE. Read and initial statements below:**

- I understand the Housing Rehab funds are offered as a loan payable upon resale or transfer of title of the property. The loan will be secured by a mortgage and/or promissory note that I can pay any or all of the balance any time prior to resale of transfer of property.
- I understand the City of Waupun will inspect the property to determine if the house meets Housing Quality Standards determined by the Department of HUD. Based on the inspection, the City of Waupun reserves the right to deny funding.
- I understand I must carry homeowner's insurance on the property and keep the policy in force during the life of the loan. I also understand that I am required to supply proof of insurance annually, any changes in insurance, and confirm annually that this is my primary residence.
- I understand if I intentionally make statements or conceal any information in an attempt to obtain assistance, it is in violation of federal and state laws that carry severe criminal and civil penalties.
- I authorize the City of Waupun to verify all information given by me about my property, income, employment, credit, background, and previous landlord(s) to determine my eligibility.
- I authorize and direct all custodians of my records, including my insurance company, employer, and public or private agency, bank, financial institution, or credit data service to release information to the City of Waupun
- Failure to comply with these conditions could result in the withdrawal of the City of Waupun participation or the recall of the full amount of the City of Waupun loan plus interest.
- I understand there is a \$50 - \$100 fee for a title search, a \$30 fee to record your mortgage and \$525 in project review fees. These fees are included in the loan.
- I understand if a loan closing has not been done for my project within 12 months of the income verification, my income will need to be re-verified to ensure I still income qualify.
- I understand that if the awarded bid is \$50,000 or more, my project will need approval from the Department of Administration.

<b>CONFLICT OF INTEREST</b>	
<b>Do you have any family or business ties to any of the following people? Yes ___ No ___</b>	
Rohn Bishop, Mayor	Angie Hull, Clerk/Treasurer
Kathy Schlieve, City Administrator	Casey Langenfeld, Finance Director
Jeff Stanek, Finance Manager Utilities	Terri Greenfield, Accounting Specialist
Daniel VandeZande, City Attorney	Michael Matoushek, Alderperson
Pete Kaczmarski, Alderperson	Jason Westphal, Alderperson
William Langford, Alderperson	Daniel Siebers, Alderperson
Bobbi Jo Kunz, Alderperson/CDA Member	Cassandra VerHage, CDA Member
Derek Drews, CDA Member	Jill Vanderkin, CDA Member
Gary DeJager, CDA Member	Sue VandeBerg, CDA Member
Kari Justmann, Housing Team Leader	Hannah Fahrenbruch, Housing Program Assistant
Susan Maier, Housing Program Specialist	

If yes, disclose the nature of the relationship:

**Names of covered person(s):**

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**APPEAL PROCESS**

Any applicant may appeal the decision of the CDBG Program Administrator by submitting, in writing, a request for reconsideration and the reason for the request to the Program Administrator. If the applicant appeals the Program Administrator’s decision, the CDBG Housing Committee will review the appeal. If the applicant would like to appeal the CDBG Housing Committee’s decision, the applicant may appeal to DOA/DEHCR. DOA/DEHCR will review for consideration and a written response will follow to the applicant. DOA/DEHCR’s determination on the appeal is final.

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I/We, the undersigned owners of the described property, have applied for a loan and hereby authorize you to release to the City of Waupun the requested information: 1) previous and past employment history including employer, period employed, title of position, income and hours worked 2) disability payments, social security and pension funds and 3) any information deemed necessary in connection with a consumer credit report or a real estate transaction.

I/We, the undersigned owners of the described property, certify that the above statements are true, complete and accurate to the best of my/our knowledge, and understand that false information given may lead to disqualification from this program. I fully understand that it is a federal, state and local crime punishable by fine or imprisonment or both, to knowingly make any false statements concerning the facts of the application.

I/We hereby authorize the City of Waupun to obtain verification of any information contained in this application from any source named hereinto for the confidential use in determining my/our eligibility. We have given our permission to the City of Waupun to request and receive information required to verify employment, mortgages, deed, trust accounts, savings accounts, credit accounts, financial status and any other information necessary to complete application for a loan.

I/We authorize a Lead Hazard Review of my/our property. I/We agree that results will be used to determine the scope of my project and that soil sampling will not take place.

**No provision of marital property agreement (including a Statutory Individual Property Agreement Pursuant to Sec. 766.587, Wis. Stats.), unilateral statement classifying income from separate property under Sec. 766.59, or court decree under Sec. 766.70 adversely affects the creditor unless the creditor is furnished with a copy of the document prior to the credit transaction or has actual knowledge of its adverse provisions at the time of obligation is incurred.**

NOTICE TO BORROWERS: This notice to you is required by the Right to Financial Privacy Act of 1978. The Department of Housing and Urban Development, Federal Housing Administration or Veterans Administration have a right of access to financial records held by financial institutions in connection with the consideration or administration of assistance to you. Financial records involving your transaction will be available to HUD, FHA, or VA without further notice or authorization but will not be disclosed or released by this institution to another government agency without your consent except as required by law.

I/We certify that all information contained in this application is true and complete to the best of (my) (our) knowledge and belief. It is understood that this information is given for the purpose of obtaining financial assistance through the City of Waupun and will be used for no other purpose.

\_\_\_\_\_ (Signature of Applicant)

Date: \_\_\_\_\_

\_\_\_\_\_ (Signature of Applicant)

Date: \_\_\_\_\_



# Homeowner Rehabilitation Process Overview

**Read each item below. If you have questions, please contact the program administrator. Read and sign below.**

1. Homeowner submits an application along with all documents required for processing. Application will not be processed until all of the required documentation has been submitted to the program administrator.
2. Administrator determines if the homeowner is income eligible. Verification of all income and assets will be completed via third party or check stubs and statements and income taxes. Income includes gross income plus interest or earnings from any type of asset such as savings, checking, investment accounts, bonds, other property, etc.
3. Administrator determines if the property is eligible. The administrator will take into consideration the following items:
  - How much equity you have in your property by looking at how much you owe on the property compared to the estimated fair market value that is listed on the property tax statement.
  - Mortgage balance(s) and whether you are current in making payments.
  - Confirm that property taxes are paid. All applicants with delinquent property taxes must satisfy that debt before any loan is approved. Emergency loans may be an exception.
  - The applicant is responsible for clearing any liens, judgments, title ownerships or payment of taxes in order to proceed.
  - Properties must be owner occupied and must be the owner's principal place of residence.
  - If there is a land contract, the land contract holder must sign the loan. The land contract must be legally binding and properly recorded.
  - If the occupant has a life estate, all owner(s) of the property must sign the loan.
4. Administrator will request a title search on the property. A title search will confirm ownership and reveal debts against the property. When the title search reveals unusual information, a legal opinion of ownership or financial obligation is requested of legal counsel.
5. Inspection and specification preparation. The inspector meets with the homeowner to inspect the property and determine the eligible rehab. The program requires that repairs that affect the occupant's health and safety must be addressed and all code violations will be given top priority. Other types of repairs cannot be completed unless all health and safety repairs are also addressed. No cosmetic work or new construction is permitted unless the new construction is for overcrowding or handicap accessibility. No work may begin on the project until the mortgage has been signed and recorded and the contract(s) between the homeowner and contractor have been signed. Funds cannot be used to reimburse for work that has already been completed.
6. If the project includes lead-based paint work, soil testing for a septic system, asbestos or mold remediation, additional inspections will be required. These items may require special testing procedures in order to complete the inspection process. These tests will be conducted by a company that is specialized and certified in that area of work.
7. Homeowner to obtain bids for the rehab work. Homeowners are expected to obtain three bids for each area of work. All bids must be mailed, delivered in person, emailed or faxed to the grant administrator.
8. Review of bids and loan approval.
  - Bids reviewed and contractors selected. The homeowner reviews the bids with the program administrator. The homeowner may choose the lowest, responsible and reasonable bid or a bid that is within 10% of the lowest, reasonable and responsible bid. The homeowner may select any contractor he or she chooses, but if he/she does not want to choose the contractor with the lowest bid or the bid within 10% of the lowest bid, the homeowner must escrow the difference at the time the loan is closed. Typically, the administrator will make 3 attempts to request bids. If a bid is not obtained during those attempts, the program may not be able to proceed.
  - Loan Approval. The administrator will take into consideration the overall condition of your property compared to the estimated fair market value. There must be sufficient equity in the home to cover the existing liens and the home repair loan. If the bids for all the work would have a negative equity effect or exceed 120% of the after rehab value, then some of the repairs may be eliminated from the scope of work. The repairs will be prioritized according to the code violations and health and safety repairs. Those repairs must be completed before the other work will be approved. The administrator will estimate the increase in market value (no more than 30% of the repair costs) as a result of the home repairs and take this into consideration when calculating equity. Applicants who disagree with the administrator's calculations for determining equity may appeal the decision by providing a market analysis by a licensed Real Estate Agent or an appraisal by a licensed appraiser. These documents must be no more than six months old and should take into consideration the repairs being considered.

9. Loan closing.

- Lending documents will be executed. Mortgages and promissory notes are recorded with the local county Register of Deeds. Loans are deferred with no interest or payment until you no longer own or occupy the property as your primary place of residence. The mortgage information is forwarded to the homeowner's insurance carrier and a certificate of insurance is kept on file. Participants must keep their property insured as long as they have the home repair mortgage.
- Contract(s) signed. The homeowner enters into a written contract(s). Contractors are given 4 – 6 months to complete the work. Sometimes the timeline is extended if the work cannot be done within 4 – 6 months due to weather restrictions. A good example might be the replacement of a septic system. The contract is between the homeowner and the contractor, not the Grantee or program administrator. The homeowner is ultimately responsible for supervising and monitoring the contractors and the quality of their work.

10. Payments and inspection of completed work. Payment request forms and lien waivers will be submitted to the program administrator by the contractor(s) signifying part or all of the work completed. The inspector will schedule an appointment with the homeowner to determine if the work has been completed satisfactorily. The homeowner will also be responsible for making inspections necessary to protect their interest. In lieu of an in person inspection, pictures of the completed work can be submitted. The owner will be asked to sign a payment request signifying their acceptance of the work and approving the amount to be paid to the contractor. Approved payments will be made directly to the contractor.

11. Project completion. The homeowner will receive a letter of completion once the project is complete. A closeout letter will be sent when the rehab is complete. Applicants will be reminded that they must carry homeowner's insurance and that their property taxes must be kept current. Periodic examinations are made on all loans to verify insurance coverage and tax payments. Notices are sent to homeowners when violations in the terms of the mortgage are discovered.

12. Loan repayment. The loan is due in full when the homeowner no longer owns or occupies the property. One spousal transfer will be allowed at continued terms. If property transfers to heirs, repayment is not required if: (a) the heir is within current Program Income limits, and (b) resides in the mortgaged dwelling as his or her principal residence.

13. Loan default. When a homeowner has been found to be in violation of the terms of the mortgage, a notice is sent with procedures for remedy. All attempts are made to resolve the situation with the homeowner. Remedy of the violation or repayment of the loan is the preferred way to settle and all reasonable ways that still meet the requirements set forth by the State are considered. When a reasonable solution cannot be reached with the homeowner, advice is sought with the legal counsel and the loan committee.

14. Subordinations. When a homeowner wishes to refinance a superior mortgage and does not intend to pay off the CDBG mortgage, their refinancing lender will most likely require that the CDBG mortgage subordinate or allow the refinancing lender to be in a superior position to the CDBG mortgage. It is important to tell the lender about the CDBG mortgage when you apply for a refinance loan. The CDBG loans do not automatically subordinate and you will be required to submit a request for subordination.

15. Grievance Procedure. All applicants or participants have the right to file an appeal / grievance when there is a disagreement or dissatisfaction with a decision by our agency. The appeal process is initiated by filing a written letter regarding the grievance within fifteen (15) business days of the service decision. A copy of the grievance procedure has been provided in this application.

16. Abusive Behavior. Myself or any other members of the household, relatives, etc. may not engage in any abusive behavior towards the contractor(s) or program staff. "Abusive behavior" includes, but is not limited to, kicking program administration staff or contractors off the property, use of profanity, yelling, any threatening or intimidating actions or continually being disruptive with staff. I understand that myself, the program staff and the contractor need to maintain a viable path forward throughout the project. Violation of the provision may result in cancellation of the project.

By signing below, you are agreeing that you have read and understand these terms. Please keep a copy of these terms for your records.

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**Signature**

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**Date**

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**Signature**

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**Date**