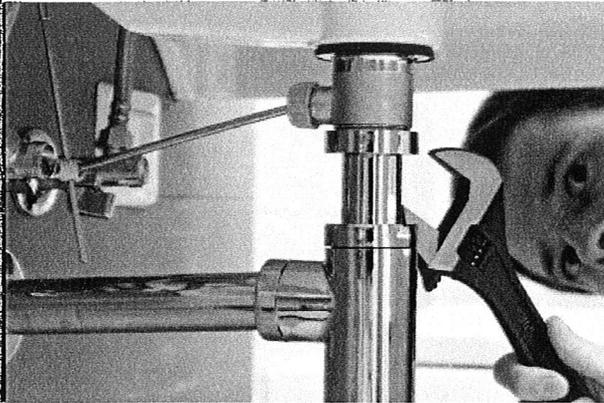


Does your **Home** need **Repairs?**



Single Family Rehabilitation and Reconstruction Program

Home Repairs Can Be Expensive and Overwhelming

The goal of the Single Family Rehabilitation and Reconstruction Program is to provide funding to maintain safe, decent and livable conditions for low-income, elderly and disabled homeowners at or below the 80% Area Median Income (AMI) as published by Housing and Urban Development (HUD).

Home Repairs Can Be Beneficial

- Increase your home's energy efficiency
- Increase the value of your home
- Prevent further damage to your home
- Increase the life of your home

This information is provided as a public service
by the Department of Workforce Services
Utah Housing and Community Development Division
1385 S. State St. (4th floor) • Salt Lake City, UT 84115
phone: 801-468-0091 • fax: 801-468-0211

www.uhousing.utah.gov

Eligible Repairs:

- Replace the roof
- Update the heating/air system
- Increase accessibility
- Update plumbing and electrical systems
- Repair moisture-damaged bathrooms, ceilings and walls
- Replace broken or inefficient windows
- Eliminate health or safety hazards
- Reduce overcrowding

Eligible Participants:

- Live in rural Utah
- Own the land and the dwelling unit and occupy the unit as a primary residence
- Earn less than 80 percent of the county AMI as published by HUD
- Have current insurance and taxes

For a complete list of criteria, contact your local single family agency (listed below):

Six County Association of Governments

435-893-0742 • www.sixcounty.com
Juab, Millard, Piute, Sanpete, Sevier and Wayne Counties

Southeastern Utah Association of Local Governments

435-637-5444, ext 406 • www.seualg.utah.gov
Carbon, Emery, Grand and San Juan Counties

Uintah Basin Association of Governments

435-722-4518 • www.ubaog.org
Daggett, Duchesne and Uintah Counties

Housing Authority of Utah County

801-373-8333, ext 307 • www.housinguc.org
Summit, Tooele, Utah and Wasatch Counties

Neighborhood Nonprofit Housing Corporation

435-753-1112 • www.nnhc.net
Box Elder, Cache, Morgan and Rich Counties



12-01-0615

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711.

Spanish Relay Utah: 1-888-346-3162.



Housing Authority of Utah County

240 East Center Street, Provo, Utah 84606-3162
(801) 373-8333 TDD and Voice
(801) 373-2270 Fax
<http://www.housinguc.org>

Board Members:
Angie Morris, Chair
Dave Tuckett, Vice-Chair
Amy Allred
Steve White
Bill Lee

Lynell Smith
Executive Director

Dear Homeowner:

Thank you for your interest in the HOME Rehabilitation Program. I think you will find that the HOME Program is an excellent tool to help improve your home.

The attached application explains the program and requests a variety of information. Please gather the employment, bank or finance institutions, government assistance (if applicable), mortgage, social security and other verifications that the application requests. Include these verifications directly with the applications. In addition, Housing and Urban Development (HUD) also requires that the application includes copies of your last three years' IRS Federal 1040 tax forms.

I look forward to the opportunity of helping you improve your housing circumstances if you decide to take advantage of the HOME Program. If you have and questions, please contact me at 373-8333, ext. 107, or by e-mail at amaxwell@housinguc.org.

Sincerely,

Amber Maxwell
Rehabilitation Manager



Olene Walker Housing Loan Fund /
Utah Valley Home Consortium

HOME Rehabilitation Application

Housing Authority of Utah County
240 East Center Street
Provo, Utah 84606-3162
(801) 373-8333

Income Guidelines

Utah County

# of Persons	Low Income	Very Low Income
1	\$37,900	\$23,700
2	\$43,300	\$27,050
3	\$48,700	\$30,450
4	\$54,100	\$33,800
5	\$58,450	\$36,550
6	\$62,800	\$39,250
7	\$67,100	\$41,950
8+	\$71,450	\$44,650

Summit County

# of Persons	Low Income	Very Low Income
1	\$46,100	\$35,450
2	\$52,650	\$40,500
3	\$59,250	\$45,550
4	\$65,800	\$50,600
5	\$71,100	\$54,650
6	\$76,350	\$58,700
7	\$81,600	\$62,750
8+	\$86,900	\$66,800

Tooele County

# of Persons	Low Income	Very Low Income
1	\$40,350	\$25,200
2	\$46,100	\$28,800
3	\$51,850	\$32,400
4	\$57,600	\$36,000
5	\$62,250	\$38,900
6	\$66,850	\$41,800
7	\$71,450	\$44,650
8+	\$76,050	\$47,550

Wasatch County

# of Persons	Low Income	Very Low Income
1	\$41,550	\$26,000
2	\$47,500	\$29,700
3	\$53,450	\$33,400
4	\$59,300	\$37,100
5	\$64,100	\$40,100
6	\$68,850	\$43,050
7	\$73,600	\$46,050
8+	\$78,350	\$49,000

County	Median Family Income
Utah	\$67,600
Summit	\$101,200
Tooele	\$72,000
Wasatch	\$74,200

Utah Valley HOME Consortium

HOME Rehabilitation Program

Please include the following additional information with your application;

1. For working adults (anyone eighteen or over), the last three months pay stubs.
2. Your last months checking and savings account statement.
3. Your last months mortgage statement if applicable.
4. Homeowner's insurance declaration page.

Single Family Rehabilitation Requirements

1. Homeowner must be income qualified for family size and area. (see attached chart)
2. Applicant must be the titled owner of the property.
3. Applicant must occupy the home as their principal residence.
4. If home is a mobile/manufactured home, applicant must own the ground the home sits on.
5. If home is a mobile/manufactured home, it must have been built after 1976.
6. Applicant cannot have any open/unpaid judgments.

APPLICATION CHECKLIST

Please provide all applicable documentation from this list when you return your application to our office.

- ❑ COMPLETED AND SIGNED APPLICATION.
- ❑ COMPLETED AND SIGNED RELEASES.
- ❑ COPY OF DRIVERS LICENSE OR STATE I.D. FOR ALL APPLICANTS.
- ❑ COPY OF SOCIAL SECURITY CARD FOR ALL APPLICANTS.
- ❑ COPY OF LAST TWO YEARS INCOME TAXES (if applicable).
- ❑ COPY OF LAST THREE MONTHS PAY STUBS (for all wage earners in the household).
- ❑ NOTARIZED ZERO INCOME STATEMENT (for non-working adults).
- ❑ COPY OF CURRENT SOCIAL SECURITY BENEFIT LETTER (if applicable) FOR EVERY ONE RECEIVING SOCIAL SECURITY BENEFITS.
- ❑ TWO MONTHS OF BANK STATEMENTS **including savings accounts.
- ❑ PROOF OF ANY OTHER INCOME (ie food stamps, child support, etc).
- ❑ COPY OF LAST MONTHS MORTGAGE STATEMENT (if applicable).
- ❑ HOMEOWNERS INSURANCE DECLARATION PAGE.
- ❑ DIVORCE DECREE (if applicable).
- ❑ CHECK OR MONEY ORDER TO PULL CREDIT REPORT IN THE AMOUNT OF \$11.00 PER APPLICANT (example – 1 applicant = \$11.00 / 1 applicant, 1 co-applicant = \$22.00).

HOME Rehabilitation Program

Questions and answers about home improvement loans

What is a home improvement loan?

A home improvement loan assists homeowners to finance major and some minor repairs in their owner-occupied homes. Improvements range from updating electrical and plumbing systems to rehabilitating bathrooms and kitchens.

Who sponsors the loan program?

The Housing Authority of Utah County lends HOME funds in behalf of two organizations: the Olene Walker Housing Loan Fund (OWHLF), and the Utah Valley HOME Consortium (UVHC). The HOME program is a federal program that assists eligible homeowners make necessary house repairs, bring their homes to building and electrical codes, and maintain safe, sanitary and quality housing. Housing and Urban Development (HUD) administers the HOME program, established by Congress in 1992.

Who qualifies for a home improvement loan?

To qualify, homeowners need to occupy their home and meet income guidelines, included in the application. Applicants will need to provide employment, credit, mortgage, home insurance, and other third-party verifications.

What costs apply to these loans?

The Housing Authority of Utah County charges a \$12.00 fee to pull a credit report when the application is submitted. When the loan is approved, certain fees will apply and be included in the loan.

Who approves and declines loans?

The HOME program has a variety of regulations and guidelines that govern the program. In addition, loan committees from Consortium cities or the OWHLF review each loan request. The loan committees approve loans based on established policies.

Do the committees deny loans?

Loan committees may deny loans to applicants who do not meet program guidelines. A few of the reasons for denying loans include:

1. Mortgage payment/income ratio or debt/income ratio is more than 40 percent
2. Together, household members' incomes exceed program guidelines
3. The applicant has less than 10 percent equity in the property
4. An applicant has poor credit history
5. Repairs are estimated at less than \$1,000.00
6. Residence is not solely owner-occupied
7. Requested work is not within program guidelines
8. Funds are not available
9. Incomplete or falsified application information

What is *equity*?

Equity is the current or appraised value of your home minus what you owe on the home. For example, if your home is appraised at \$75,000 and you still owe \$45,000, your equity is \$30,000.

How much may I borrow?

Typical loans range from \$2,500 to \$30,000.

How much are the monthly payments?

Monthly payments are based on the loan amount and interest rate. The interest rate, normally five percent, may vary from three to eight percent depending on individual circumstances and loan committee approval. Loans are typically for a 15-20 year period. In certain extenuating circumstances for disabled or elderly applicants, a loan committee may approve a zero percent loan or a deferred loan.

Are there prepayment penalties?

No. You may make additional payments that will apply to the loan principal. A small extra payment each month can significantly reduce your overall loan cost. You may payoff the entire loan without penalty at any time. If you sell or transfer the property before the full term of the loan, payment in full is due at the time of sale or transfer.

How long does it take to obtain a loan?

Typically, loan processing and approval takes two to six months. A variety of circumstances may lengthen the process.

Who does the home improvements?

The applicant will need to obtain at least three bids for the rehabilitation work. Applicants contact the contractors, obtain the bids based on written specifications from the Housing Authority, and select the contractor. The contractor must be state licensed and cannot be debarred by the U.S. Government.

Who inspects the work?

Local ordinances require building permits for most work on your home. The contractor is responsible to obtain the necessary permits. As the project progresses, the local building inspector will need to inspect the work. A representative of the Housing Authority will inspect the work before releasing any loan funds. The Housing Authority inspection is to help administer the program and control funds but does not approve craftsmanship, construction or work in any way. The loan applicant has the responsibility of inspecting and accepting the work.

How do I apply?

If you live in Utah County, Summit County, Tooele County or Wasatch County, submit your application to the Housing Authority of Utah County, 240 East Center Street, Provo, Utah, 84606-3162. Eric Jorgensen is the program representative and can be reached at (801) 373-8333, ext. 307. If you live in Orem, contact the Orem Redevelopment Agency at 229-7171.

Things to consider when pursuing a home improvement loan

1. The loan may not cover all the work that homeowners want included in the project.
2. Repairs may correct one, two or a few problems, but probably not solve all problems that the home may have.
3. Don't expect your house to be like new or completely new when work is complete.
4. Don't expect all floors, walls, ceilings, doors, windows and so on, especially in older homes, to be completely plumb, level and square when work is complete.
5. Small construction companies may accomplish more work for the same or lower cost than large, expensive construction companies.
6. It is often stressful to live in a home while construction work is underway.
7. Houses always need improvements. Homeowners should save at least \$25 a month to help cover maintenance and repair costs.
8. The rehabilitation program does not and cannot promise that homeowners will be satisfied with contractor work performed.
9. The application requests several third-party verifications, including verifications for all financial institution accounts, mortgages, employment, pensions, social security income and all income sources. To consider the loan, program regulations also require copies of the last two years Federal, IRS 1040 tax forms and the last three months of paycheck stubs or employer verifications. Failure to include the information with the application will significantly delay processing and approval. Ongoing verifications will be needed throughout the loan process.
10. The OWHLF/UVHC will have an inspection completed on each potentially eligible property that the OWHLF/UVHC intends to lend money on. A Rehabilitation Manager will first inspect for health and safety issues and enforceable code violations and require those issues be addressed first with the funds available. The Rehabilitation Manager will then inspect and address those items the home owner would like to have done. Enforceable code violations include any item that would threaten the home owner and/or the occupants. At a minimum these items include, but may not be limited to, smoke detectors, ground fault interrupters, and hand rails. There is no charge to the home owner for the inspection of the property.

Things to think about when selecting a contractor

1. Get bids from at least three contractors.
2. Get contractor references and look at their work. Check with references before selecting any contractor; observe the contractor's work and talk with the owners about the work.
3. All contractors must have and provide a State of Utah Contractor's license. They must also have appropriate city or county business licenses. Contractors cannot be debarred by the U.S. Government.
4. Contractors must have insurance! Contractors must have general liability insurance and State law requires some contractors to carry Workers' Compensation insurance. Workers' Compensation may increase cost, but the insurance helps protect the contractor's employees (and you) if anyone gets hurt on the job.
5. Don't discriminate when asking contractors to bid. Homeowners may not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability or otherwise as provided by applicable law, in the selection of contractors or to submit bids.
6. Homeowners, not the Housing Authority of Utah County, the Utah Valley Home Consortium nor the Olene Walker Housing Loan Fund, hand-out bid packets to bidding contractors. The Housing Authority will prepare a *Project Specifications and Bid Form* that contractors must use to bid the project. Homeowners should make enough copies of the form for each bidding contractor.
7. Homeowners should open the bids and review them at home, then submit the bids to the Housing Authority. Bids can only be accepted on the *Project Specifications and Bid Form* that the Housing Authority provides.
8. Do not sign any contracts prior to Housing Authority and loan committee approval of your loan and approval of contractor bids.
9. Loan applicants will be responsible to inspect their homes and point out problems to the Housing Authority representative and to contractors.
10. Loan applicants will sign a homeowner contract with the contractor to perform construction work.
11. Loan applicants are responsible to request and approve payments to contractors.
12. Loan applicants are responsible to inspect and approve the work contractors perform.
13. Loan applicants are responsible to work with contractors and settle disagreements during and after contract work.
14. Loan applicants are responsible to contact contractors to correct any problems that the contract warranty covers. The homeowner contract provides for a one-year warranty on all work except roofing which is covered for two years.

Single Family Application Part 1

Date:

Property Address

Street City Zip Code County

Mailing Address (x if same as above)

Street City Zip Code

Borrower Name:
 Age: Birthdate:
 SS#
 Phone # W H
 Email

Co-Borrower Name:
 Age: Birthdate:
 SS#
 Phone # W H
 Email

Married Divorced Disabled
 Separated Unmarried Yes No
 Hispanic or Latino Yes No

Separated Unmarried Disabled
 Divorced Yes No
 Married to Owner Married to other

Head of Household [11-White, 12-Black/African American, 13-Asian, 14-American Indian/Alaskan Native
 15-Native Hawaiian/Other Pacific Islander, 16-American Indian/Alaskan Native and White, 17-Asian and White
 18-Black/African American and White, 19-American Indian/Alaskan Native and Black/African American, 20-Other]

Description of work needed:

OTHER FAMILY MEMBERS AND DEPENDENTS

Full Name	Age	Social Security Number	Relationship	Disabled?	Full Time Student?

Others- List all others living in the home or may be living in the home in the next 6 months

Full Name	Age	Social Security Number	Relationship	Disabled?	Live In Aid?

REFERENCES

Family or Friends not living with you	Phone #	Address	Relationship

Annual Household Income

Format for computing IRS 1040 Series Anticipated Annual Adjusted Gross Income

FYI: Enter Hourly Wage Here:	Mark with an X if applicable	Joint Return?	Family Member				Subtotal
Based on the above hourly wage, your yearly salary is:		A.	B.	C.	D.	(add A-D)	
1. Wages, Salaries, Tips			0	0			-
2. Taxable Interest							-
3. Dividend Income							-
4. Taxable refunds/credits/offsets of state & local income taxes							-
5. Alimony Received							-
6. Business income (or loss)							-
7. Capital gain (or loss)							-
8. Other gains (or losses)							-
9. Taxable amount of IRA distributions							-
10. Taxable amount of pensions and annuities							-
11. Rental property, royalties, partnerships, trusts, etc.							-
12. Farm income (or loss)							-
13. Unemployment compensation							-
14a. Total Social Security Benefits							-
14b. Taxable amnt. of Social Security benefits			-	-	-	-	-
15. Other income							-
16. Subtotal (lines 1-15)			\$ -	\$ -	\$ -	\$ -	-
17. IRA deduction							-
18. Medical savings account deduction							-
19. Moving expenses							-
20. One-half of self-employment tax							-
21. Self-employed health insurance deduction							-
22. Keogh and self-employed SEP and SIMPLE plans							-
23. Penalty on early withdrawal of savings							-
24. Paid alimony							-
25. Subtotal (lines 17-24)			\$ -	\$ -	\$ -	\$ -	-
Subtract line 25 from line 16. This is the IRS Form 1040 Adjusted Gross Income							-

TITLE

Is there anyone on the title that does not live in this house? Yes No

Full Name	Age	Social Security Number	Relationship	Income
TOTAL				\$ -

Chapter 3 - Definition 3: IRS FORM 1040 Adjusted Gross Income: that will continue for the next 12 months, unless there is verifiable evidence to the contrary. The HOME program permits verification dated no earlier than 6 months prior to eligibility. Households must qualify as low income at the time funds are invested. **NOTE: IRS 1040 Annual Gross Income is different than HUD's Annual Household Income**

TOTAL DEBT- For Loan Underwriting

Debts/Recurring Monthly Bills	Account Number and Business Name	Monthly Payment	Balance
Property Tax	Included in house payment? <input type="checkbox"/> yes <input type="checkbox"/> no		
Property Insurance	Included in house payment? <input type="checkbox"/> yes <input type="checkbox"/> no		
1st Mortgage			
2nd Mortgage			
Land Payments			
Auto Loan			
2nd Auto Loan			
Credit Card			
2nd Credit Card			
3rd Credit Card			
4th Credit Card			
Health Insurance Premiums			
Other (description):			
Monthly Debt Payments		\$	-
If large medical/dependant care bills are being considered as any ongoing debt, please attach documentation to substantiate reason. Include the account #, business name, address, monthly payment, and balance.		Total Debt Balance	\$ -

What year was your home built?

Is your home on a permanent foundation? No Yes

Was your home weatherized by the Weatherization program? No Yes

If yes, Year

Do you have a rehab loan with the State? No Yes

If yes, what is the loan number?

Disclosure: Are you employed by this agency? No Yes

Property Type: 1 unit property

Number of bedrooms (max 4):

2 - 4 unit property

EMPLOYER INFORMATION (List additional employers information on separate page)

Borrower	Name of Employer		How Long At Job
	Address of Employer		
Co-Borrower	Name of Employer		How Long At Job
	Address of Employer		

INSURANCE INFORMATION

Name: Address: State Zip

Insurance Agent: Agent Phone #

Policy #: Policy Type: Insurance Paid By Owner Mortgage Holder

Please complete if you are related to anyone working in this agency.

Name: Relationship:

Agency: Position held:

THE FOLLOWING IS ASKED FOR STATISTICAL PURPOSES ONLY AND IS VOLUNTARY FROM THE APPLICANT

Is the Head of Household over 62 yrs. of age? No Yes Is Head of Household a Single Female? No Yes

Does a Head of Household have a mental disability? No Yes Does a Head of Household have a physical disability? No Yes

Does any member of the Household have a mental or physical disability? No Yes

Is the loan to provide any accessibility improvements on the home? No Yes

If yes, Please explain:

DOES EITHER HEAD OF HOUSEHOLD OR OTHER MEMBER OF FAMILY:

- HAVE ANY OUTSTANDING UNPAID JUDGMENTS No Yes
- DECLARED BANKRUPTCY WITHIN THE PAST TEN YEARS No Yes
- BEEN PARTY IN A LAWSUIT No Yes

If yes to any of the above list, please explain when, where, and why:

Were any adult household members exempt from filing a federal income tax return last year?

No Yes

If so, list which members were exempt:

Are any adult household members exempt from filing a federal income tax return this year?

No Yes

If so, list which members were exempt:

CERTIFICATION

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining financial assistance under the applicable program(s) and is true and complete to the best of applicants knowledge and belief.

The applicant understands and agrees that if false information is provided in this application, the State of Utah, Division of Housing and Community Development may hold the applicant ineligible to apply for any program funds for a period of 1 year or until any issue of restitution is resolved and may terminate the applicant's contract and recapture all funds expended.

The applicant will not, in the provision of services, or in any other manner, discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, familial status, or handicap.

Verification of any of the information contained in this application may be obtained from any source named here in.

The applicant will at all times indemnify and hold harmless the State of Utah, Division of Housing and Community Development or it's agencies against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of, or relating to the State acceptance, consideration, approval, or disapproval of this request and the issuance or non-issuance of program funds herewith. In accepting this loan, I/We will pay property taxes, homeowner's insurance, and keep liens off property as long as the loan is in place.

I/We certify that the property will be our principal residence for the term of the loan.

WARNING: Section 1001 of Title 18 of the U.S. Code makes it a criminal offence to make willful false statements or misrepresentations to any Department or Agency of the U.S. as to any matter within it's jurisdiction.

The information provided above is true and complete to the best of my/our knowledge and belief. I/We consent to the disclosure of such information for purposes of income and verification related to my/our application for financial assistance. I/We understand that any willful misstatement of material fact will be grounds for disqualification.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1. Applicant signature	date	2. Applicant signature	date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Applicant signature	date	4. Applicant signature	date

For Agency Only

I have explained the above application and certification to the applicant(s)

Reviewed by:

Name of Agency:

Date:

SIGNATURE AUTHORIZATION – INFORMATION DISCLOSURE

I/WE _____.

The undersigned am/are applying for a home rehabilitation loan with the Housing Authority of Utah County and USDA Rural Development Housing Program (RDHP).

I/We wish to have the Housing Authority of Utah County and USDA Rural Development jointly consider my/our application for a 502 leveraged loan or 504 loan/grant or Oleane Walker loan/grant or Utah Valley Home Consortium loan/grant with participation by both the Housing Authority of Utah County and USDA Rural Development. I/We recognize that both the Housing Authority of Utah County and USDA Rural Development must have access to all information that I/We submit to either the Housing Authority of Utah County or USDA Rural Development, and must also have access to all information, which the Housing Authority of Utah County and USDA Rural Development obtain, from other sources. This includes references, credit reports, appraisals, verification of employment, tax returns and any and all information deemed necessary to make a sound decision on my/our request. I/We fully authorize the release and exchange of the aforementioned documentation between the Housing Authority of Utah County and USDA Rural Development. I/We also authorize either the Housing Authority of Utah County or USDA Rural Development to obtain any and all additional information required from other sources as may be appropriate. The Privacy Act shall govern any release of the described information to other "third parties" other than to the Housing Authority of Utah County and USDA Rural Development and or their assigns, unless a separate release is obtained.

In the event the requested home loans are made, I/We recognize that the Housing Authority of Utah County and USDA Rural Development will have a shared interest and will exchange information in the event that servicing or Default issues arise.

A photographic or fax copy of this authorization may be accepted as an original.

Borrower's Signature

Co-borrower's Signature

Borrower's Soc Sec Number

Co-Borrower's Soc Sec Number

Typed or Printed Name

Typed or Printed Name

Address, City, State

Address, City, State

Date of Birth

Date of Birth