

HOUSING REHABILITATION LOANS



OVERVIEW OF PROGRAM REQUIREMENTS

- The property must be within the City limits of Great Falls.
- Mobile homes are not eligible unless attached to a permanent foundation.
- The loan must be securable by the City with not less than a second mortgage position.
- Applicant will sign a Promissory Note in addition to the Mortgage.
- Property must be insured for the life of the loan.
- All utilities and property taxes must be current.
- Total Loan to Value, including the City's loan, must not be more than 100% of the property value.
- If program funds become limited, projects will be selected by the City's Grant Committee on a "needs" basis.
- All City code and zoning requirements must be met.
- The full loan amount is due and payable to the City upon any transfer of title from the loan recipient(s).
- Eligibility is based on income of applicant for residential or tenant for rental properties. (See attached income guide)
- Properties built prior to 1978 are subject to Lead requirements.

OVERVIEW OF GUIDELINES BY LOAN TYPE

Residential Improvement Loans:

- The maximum loan amount is \$25,000 per home, and minimum loan amount is \$5,000. Applications over \$25,000 may be reviewed; however other requirements may apply.
- The home must be your primary residence through the life of the loan.
- Your home must have a code deficiency or a system expected to fail within two years to qualify.
- The home must be rehabilitated to meet program regulations.
- Monthly payments to the City will be determined based on the City's loan position.
- Loan must be approved by the City's Loan Committee.

Rental Improvement Loans:

- The minimum loan amount is \$10,000 and \$25,000 is the maximum loan per unit or \$100,000 per project. Applications over the \$100,000 may be reviewed; however other requirements may apply including City Commission approval.
- Landlord cannot displace any existing tenants.
- 51% of the tenants must meet income requirements – see attached income sheet
- Rents for units being rehabilitated must be affordable to lower income tenants following HUD Section 8 guidelines for determining rent and must remain affordable for 2 years.
- Property must remain a residential housing unit for the life of the loan.
- Rental Loans require a monthly payment start upon substantial completion of the project.
- The rental property should be financially self-sufficient. (If not, landlord income verification may be requested)
- Loan must be approved by the City's Loan Committee.

Emergency Loans (Rental & Residential):

- There is no minimum loan amount, however the maximum loan amount is \$25,000. Applications over \$25,000 may be reviewed; however other requirements may apply.
- This program requires a monthly payment back to the City upon substantial completion of work.
- This program is to address emergency needs such as water, sewer, heat related items and other items deemed emergency in nature by Planning and Community Development. General maintenance is not covered.
- Emergency loans require approval from two managers of Planning & Community Development.

LOAN PROGRAM APPLICATION

What type of property are you seeking assistance for?

- Residential Property (Primary Residence)
 Rental Property (Income Property)

What type of work do you need done?

- Rehabilitation
 Emergency (Water/Sewer, Furnace, Water Heater, etc.)

APPLICANT INFORMATION

Applicant's Name _____

Applicant's Date of Birth _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Marital Status: Single Married Separated Divorced Widowed

Employer _____ Length of Employment _____

The following information is require by the Federal Government to monitor this program's compliance with Equal Opportunity and Fair Housing laws. Providing this information is optional.

Gender: Female Male Are you disabled? Yes No Are you Hispanic or Latino? Yes No

Please Mark Only One:

- | | |
|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> American Indian or Alaska Native & White |
| <input type="checkbox"/> Black or African American | <input type="checkbox"/> Asian & White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black or African American & White |
| <input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> American Indian or Alaska Native & Black or African American |
| <input type="checkbox"/> Native Hawaiian or Other Pacific Islander | <input type="checkbox"/> Other Multi-Racial |

CO-APPLICANT INFORMATION

Co-Applicant's Name _____

Co-Applicant's Date of Birth _____ Social Security # _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Marital Status: Single Married Separated Divorced Widowed

Employer _____ Length of Employment _____

The following information is required by the Federal Government to monitor this program's compliance with Equal Opportunity and Fair Housing laws. Providing this information is optional.

Gender: Female Male Are you disabled? Yes No Are you Hispanic or Latino? Yes No

Please Mark Only One:

- White
- Black or African American
- Asian
- American Indian or Alaska Native
- Native Hawaiian or Other Pacific Islander
- American Indian or Alaska Native & White
- Asian & White
- Black or African American & White
- American Indian or Alaska Native & Black or African American
- Other Multi-Racial

HOUSEHOLD OCCUPANTS

Please list ALL individuals living in the home and their relationship to the applicant.

Name:	Age:	Relationship:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Age:	Relationship:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Age:	Relationship:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Age:	Relationship:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Age:	Relationship:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Age:	Relationship:	Disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No

MONTHLY INCOME

Please list income for ALL individuals over the age of 18 who live in the home.

Income Type	Applicant	Co-Applicant	Other (name):	Other (name):
Gross Wages (before tax)	\$	\$	\$	\$
Other Regular Income	\$	\$	\$	\$
Pension, Annuities, Social Security, etc.	\$	\$	\$	\$
Net Income from Real Estate	\$	\$	\$	\$
Child Support, Alimony	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Total Monthly Income:	\$	\$	\$	\$

PROPERTY INFORMATION

Address _____ City _____ State _____ Zip _____

Is the property in the City Limits of Great Falls? Yes No Year Home Was Built _____

Type of Home: Stick Built Manufactured on a permanent foundation Mobile (not eligible)

Monthly Mortgage Payment Amount: \$ _____ Average Monthly Heat & Utilities Amount: \$ _____

Purchase Price: \$ _____ Date Purchased: _____ Current Principal Balance: \$ _____

Title or Mortgage Holders Name: _____

Type of Loan: Conventional FHA VA Contract for Deed Other _____

List all liens against the property (2nd mortgage, tax liens, labor liens, etc.): _____

List the scope of work in which you are seeking a loan for: _____

I hereby certify that the above statements are true and that I am the owner or purchaser under a contract for deed, of the residence listed above. I understand that neither I, nor any other member of this household, will receive any money from this loan. Under penalty of forfeiture, I agree to comply with the requirements of this program. Verifications may be obtained from any source named herein.

The city will provide assistance to the owner as a lender of federal funds. All contracts are between the owner of the property and the contractors hired by owner. Enforcement of all contracts and warranties are between the owner and the contractor.

Applicant _____ Date _____

Co-Applicant _____ Date _____

LOAN APPLICATION SUBMISSION CHECK LIST

Please use this as your checklist to ensure that all requested information is provided. Please note that copies are requested as originals will not be returned.

1. INCOME VERIFICATION:

- **Residential Loan Applications**; include copies of verification of all income from anyone 18 years of age and older residing in the home.

- Copy of previous year tax return
- Most recent 2 months of paystubs
- Proof of all unearned income; ie, Social Security, SSI, Workers Comp, VA Benefits, Child Support, TANF, Unemployment, Alimony, etc.
- Self-Employment; most recent taxes and most recent quarter's profit and loss

- **Rental Loan Applications**; all tenants of the property requesting funding must complete the "Initial Renter's Information Form".

- "Initial Renter's Information Form" tenant information sheet for each of the units. (Found at the end of this application – make copies so each renter has one.)

2. UTILITIES: (Include copies of the most recent monthly bill for all utilities you are responsible for)

- Current Gas bill
- Current Electric bill
- Current Garbage/Water/Sewer bill

3. Copy of most recent first mortgage statement or copy of original contract for deed.

4. Copy of current homeowners/property insurance.

5. Copies of any professional inspection of the property. (appraisals, market analysis, eng. study)

6. Include current copies of written bids from licensed and insured contractors. Be sure to let them know that they will need to register with SAM.gov before completing any work. (2 are required)

- Bid #1 _____
- Bid #2 _____
- Bid #3 _____

Return the completed application along with everything listed above to:

City of Great Falls Finance Department
ATTN: CDBG
Civic Center, Room 104
P.O. Box 5021
Great Falls, MT 59403



INITIAL RENTER'S INFORMATION SHEET

CITY OF GREAT FALLS' RENTAL LOAN PROGRAM

The City of Great Falls is required to document the income level and the ethnic background of the initial tenants in this federally assisted rental project. The following information is used solely for statistical purposes by the City.

One sheet is required for EACH renter. If a unit is vacant landlord completes the necessary information for each vacant rental unit.

Rental Unit # _____

RENTER'S INFORMATION

Renter's Name _____ Renter's Age _____

Address _____ City _____ State _____ Zip _____

Phone Number _____ Email _____

Marital Status: Single Married Separated Divorced Widowed

Total Number of People in the Household: _____ How many are children under 18: _____

The following information is require by the Federal Government to monitor this program's compliance with Equal Opportunity and Fair Housing laws. Providing this information is optional.

Gender: Female Male Are you disabled? Yes No Are you Hispanic or Latino? Yes No

Please Mark Only One:

- White American Indian or Alaska Native & White
- Black or African American Asian & White
- Asian Black or African American & White
- American Indian or Alaska Native American Indian or Alaska Native & Black or African American
- Native Hawaiian or Other Pacific Islander Other Multi-Racial

RENTAL INFORMATION

Do you receive rental assistance? Yes No Please explain: _____

Monthly Rent Amount \$ _____ Term of Lease: _____

Identify all utilities the tenant pays for: Gas Electric Garbage Water

RENTER'S INCOME INFORMATION

<i>Income Type</i>	<i>Renter</i>	<i>Other (name):</i>	<i>Other (name):</i>	<i>Other (name):</i>
Gross Wages (before tax)	\$	\$	\$	\$
Other Regular Income	\$	\$	\$	\$
Pension, Annuities, Social Security, etc.	\$	\$	\$	\$
Net Income from Real Estate	\$	\$	\$	\$
Child Support, Alimony	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Other _____	\$	\$	\$	\$
Total Monthly Income:	\$	\$	\$	\$

I hereby certify that the above statements are true and that I am the renter of the unit listed above:

Renter

Date

I hereby certify that the above statements are true and that I am the landlord of the unit listed above:

Landlord

Date



LOAN PROGRAM INCOME GUIDELINES CITY OF GREAT FALLS

FY 2024 Income Limit's Summary from HUD

When calculating your income for eligibility be sure to include ALL income sources for anyone in the home 18 years of age or older such as; SSI, SSDI, Unemployment, VA benefits, Pensions, TANF, Gifts, etc. Income is figured on gross income **before** any taxes are taken out.

# of persons in the household	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
<u>Maximum</u> Income Limits	\$48,000	\$55,000	\$61,850	\$68,700	\$74,200	\$79,700	\$85,200	\$90,700
<i>Not Eligible</i>	<i>\$48,001 and above</i>	<i>\$55,001 and above</i>	<i>\$61,851 and above</i>	<i>\$68,701 and above</i>	<i>\$74,201 and above</i>	<i>\$79,701 and above</i>	<i>\$85,201 and above</i>	<i>\$90,701 and above</i>