

SOUTHERN HOUSING REGION **HOME PURCHASER PROGRAM**

Attached is an application for the Southern Housing Region CDBG Home Purchaser Program. You must complete the entire application and return it to our office along with all applicable documentation. You will not be added to the application list until a complete application is submitted.

COUNTY YOU ARE PURCHASING IN? _____
(You MUST complete)

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

Return application to:
Southern Housing Region
CDBG Home Purchaser Program
201 Corporate Drive
Beaver Dam, WI 53916
Phone: 800-552-6330 Fax: 920-887-4250
Email: sgriswold@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 | _____ Hasidic Jews |
| _____ Hispanic | _____ Balance of Order |

INFORMATION ABOUT THE HOME YOU WOULD LIKE TO PURCHASE:

(If you do not have a specific home you are purchasing at this time, you may leave this section blank.)

Address of property interested in purchasing: _____

Have you applied for financing? (circle one) yes or no

If yes, from what lending institution? _____

Name(s) that will be on the Title to the House: _____

Purchase Price: \$ _____ Approximate amount of mortgage: \$ _____

Year the house was built: _____

Do you have an accepted offer to purchase? (circle one) Yes No

LIST ALL DEBT AGAINST PROPERTY (For Example: 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.) |
|----------------|-------------|-----------------|-------------|-------------------|---------------|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |

HOMEOWNERS INSURANCE (once home is purchased)

Name of Insurance Co.: _____ Name of Agent: _____
 Policy Number: _____ Expiration Date: _____
 Phone Number of agent: _____

****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 home. The assessment will include your entire home.**

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) | | |

How do I qualify?

You must be Low- to Moderate- Income. If you currently own your own home, you are not eligible for this program. In order to be eligible, your income must be below the following limits for the county you reside in:

| Household Size | 1 Person | 2 Person | 3 Person | 4 Person | 5 Person | 6 Person | 7 Person | 8 Person |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|
| Columbia | \$41,450 | \$47,400 | \$53,300 | \$59,200 | \$63,950 | \$68,700 | \$73,450 | \$78,150 |
| Dodge | \$38,550 | \$44,050 | \$49,550 | \$55,050 | \$59,500 | \$63,900 | \$68,300 | \$72,700 |
| Jefferson | \$39,400 | \$45,000 | \$50,650 | \$56,250 | \$60,750 | \$65,250 | \$69,750 | \$74,250 |
| Kenosha | \$39,050 | \$44,600 | \$50,200 | \$55,750 | \$60,250 | \$64,700 | \$69,150 | \$73,600 |
| Ozaukee | \$40,550 | \$46,350 | \$52,150 | \$57,900 | \$62,550 | \$67,200 | \$71,800 | \$76,450 |
| Racine | \$37,700 | \$43,100 | \$48,500 | \$53,850 | \$58,200 | \$62,500 | \$66,800 | \$71,100 |
| Rock | \$35,400 | \$40,450 | \$45,500 | \$50,550 | \$54,600 | \$58,650 | \$62,700 | \$66,750 |
| Sauk | \$37,350 | \$42,650 | \$48,000 | \$53,300 | \$57,600 | \$61,850 | \$66,100 | \$70,400 |
| Walworth | \$37,550 | \$42,900 | \$48,250 | \$53,600 | \$57,900 | \$62,200 | \$66,500 | \$70,800 |
| Washington | \$40,550 | \$46,350 | \$52,150 | \$57,900 | \$62,550 | \$67,200 | \$71,800 | \$76,450 |

How can the program assist you in purchasing a home?

Down payment and closing costs are available in the form of a 0% deferred payment loan. No payments are made and the funds are paid back to the program when the owner no longer lives in or owns the home.

Are there any restrictions on the location or type of home I purchase?

All homes purchased must be located within the Southern Housing Region. The homes also must be vacant or occupied by the seller or buyer. You should look for a home that does not have peeling or deteriorated paint. State regulations for lead-based paint may make purchasing a home with paint problems unfeasible.

How much money is available?

CDBG funds can pay for up to 1/2 of a reasonable down payment, not to exceed 10% of the purchase price. It may also be possible to use rehab as equity for down payment. The program can also pay for eligible closing costs, not to exceed \$2,500 (NOTE: pre-paid taxes and insurances are not eligible closing costs). There will also be funds available to do rehab to the home that is purchased.

Do I still need to go to a bank?

Yes, you will need to get financing for your mortgage. Typically, the interest rate should not be more than 2% above the current interest rate offered by local lenders in your area. Please be aware that the committee meets only 1 time per month and these projects may require additional approval time. We may not be able to fund your project under this program if the interest rate is too high.

How much money will I be required to have toward the down payment?

It will depend upon the amount the bank is requiring, but this program requires that you have at least \$1,000 of your own money to go toward the purchase. Earnest money can be applied to the \$1,000.

What is the most I can receive?

The most you can receive will depend upon the repairs needed to the home that is purchased. Each project is considered on a case-by-case basis.

Counseling Requirement

All participants in the CDBG Program will be required to receive home purchaser counseling. Counseling will be provided one-on-one with each applicant by program staff.

COMPLETE THE FOLLOWING INCOME/ASSET QUESTIONNAIRE COMPLETELY

Income Information: Identify each source and amount of income currently received by the household or that is anticipated to be received in the next 12 months.

| <p>Circle Y for Yes, N for No</p> | <p>Income Source</p> | <p>Documentation Required</p> |
|---|---|---|
| <p>1. Y N</p> | <p>Employment receiving wages, salary, overtime pay, commissions, fees, tips, bonuses, and/or other compensation</p> <p>Employer: _____ Phone #: _____</p> <p>Fax #: _____ Email address: _____</p> <p>Mailing address: _____</p> <p>Employer: _____ Phone #: _____</p> <p>Fax #: _____ Email address: _____</p> <p>Mailing address: _____</p> <p>Employer: _____ Phone #: _____</p> <p>Fax #: _____ Email address: _____</p> <p>Mailing address: _____</p> | <p>Will need most recent 3 months of check stubs</p> <p>_____</p> <p>Homeowner name</p> <p>_____</p> <p>Homeowner name</p> <p>_____</p> <p>Homeowner name</p> |
| <p>2. Y N</p> | <p>Self employed (Describe type of business)</p> <p>_____</p> | <p>Will need copies of last 3 years of Federal Income Tax Form 1040 and applicable Schedules</p> |
| <p>3. Y N</p> | <p>Cash Contributions of gifts including rent or utility payments, on an ongoing basis from persons not living in the home.</p> | <p>\$ _____</p> |
| <p>4. Y N</p> | <p>Unemployment benefits and/or Worker's Compensation.</p> | <p>Will need most recent 3 months of check stubs</p> |
| <p>5. Y N</p> | <p>Veteran's Administration, GI Bill, or National Guard/Military benefits/income.</p> | <p>Send most recent benefit statement</p> |
| <p>6. Y N</p> | <p>Social Security payments.</p> | <p>Send benefit statement</p> |
| <p>7. Y N</p> | <p>Income from family members age 17 and under (example: Social Security, Trust Fund disbursements, etc.)</p> | <p>Send most recent benefit statement</p> |
| <p>8. Y N</p> | <p>Supplemental Security Income (SSI).</p> | <p>Send most recent benefit statement</p> |
| <p>9. Y N</p> | <p>Disability or death benefits other than Social Security.</p> | <p>Send most recent benefit statement</p> |
| <p>10. Y N</p> | <p>Public Assistance (examples: TANF, AFDC, W2)</p> | <p>Send most recent documentation</p> |

| | | |
|---------|--|--|
| 11. Y N | Periodic payments from trusts, annuities, inheritance, retirement's funds or pensions, insurance policies. If yes, list sources and whose name is on account: 1) _____ 2) _____ | Send most recent documentation \$ _____ \$ _____ |
| 12. Y N | Income from real or personal property i.e.: interest or dividends | \$ _____ |
| 13. Y N | Alimony/spousal maintenance payments. | Will need most recent 3 months of check stubs |
| 14. Y N | I am entitled to receive Child Support Payments. If yes, then answer the following: <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. Check one: <input type="checkbox"/> I am not pursuing the payments for the following reasons: _____ <input type="checkbox"/> I am making efforts to collect the child support owed to me. Please list the efforts you are making: _____ | Will need last 3 months of what you have received and copy of court order \$ _____ \$ _____ |
| 15. Y N | Section 8 rental assistance | Will need last 3 months of what you have received \$ _____ |
| 16. 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 \$ _____ \$ _____ |

Asset Information

Identify each asset, its value, and rate of interest currently held by the household.

| Circle Y for Yes, N for No | Asset | Cash Value/Balance | |
|----------------------------|---|--|--|
| 17. 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 OR a signed statement from bank with 6 month average balance. | Name on Account _____ _____ |

| | | | |
|---------|--|--|--|
| 18. Y N | <p>Savings account(s). If yes, list bank(s) and the location(s):</p> <p>1) _____ Interest Rate: _____</p> <p>2) _____ Interest Rate: _____</p> | <p>Will need most current bank statement</p> <p>\$ _____</p> <p>\$ _____</p> | <p>Name on account</p> <p>_____</p> <p>_____</p> |
| 19. Y N | <p>Certificates of Deposit (CD) or Money Market Accounts If yes, list source/bank names and location:</p> <p>1) _____ Interest Rate: _____</p> <p>2) _____ Interest Rate: _____</p> <p>3) _____ Interest Rate: _____</p> | <p>Need documentation</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> | <p>Name on account</p> <p>_____</p> <p>_____</p> <p>_____</p> |
| 20. Y N | <p>Revocable trust(s) If yes, provide description</p> <p>1) _____</p> <p>2) _____</p> | <p>Need documentation</p> <p>\$ _____</p> <p>\$ _____</p> | <p>Name on account</p> <p>_____</p> <p>_____</p> |
| 21. Y N | <p>Real Estate-Do you own rental property or land? If yes, list location and mortgage holder:</p> <p>1) _____</p> <p>2) _____</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>Please send copy of property tax statement</p> |
| 22. Y N | <p>Stocks, Bonds, or Treasury Bills. If yes, list source/bank names and location on next page:</p> <p>1) _____ Interest Rate: _____</p> <p>2) _____ Interest Rate: _____</p> | <p>\$ _____</p> <p>\$ _____</p> | <p>Name on account</p> <p>_____</p> <p>_____</p> |
| 23. Y N | <p>IRA/Lump Sum Pension/Retirement/Keogh/401(k) Account, etc. If yes, list source/bank names & addresses or contact info on next page:</p> <p>1) _____ Interest Rate: _____</p> <p>2) _____ Interest Rate: _____</p> | <p>Need documentation</p> <p>\$ _____</p> <p>\$ _____</p> | <p>Name on account</p> <p>_____</p> <p>_____</p> |
| 24. Y N | <p>Whole Life Insurance Policy. If yes, how many policies ____ List sources:</p> <p>1) _____ Interest Rate: _____</p> <p>2) _____ Interest Rate: _____</p> | <p>Need documentation</p> <p>\$ _____</p> <p>\$ _____</p> | <p>Name on account</p> <p>_____</p> <p>_____</p> |

| | | | |
|---------|--|--|--|
| 25. Y N | Items held as an investment (antique car, coin collection, stamp collection, jewelry, etc.) If yes, list items: 1) _____ 2) _____ | Need documentation \$ _____ \$ _____ | |
| 26. Y N | Safe deposit box. If yes, list contents and value of item: _____ | Need current documentation \$ _____ | |
| 27. Y N | Disposed of assets (i.e. gave away money/assets) for less than fair market value in the past 2 years. (ie: land or 2 nd home) | Need current documentation \$ _____ | |
| 28. Y N | Income from assets or sources other than those listed above. If yes, list type(s) below 1) _____ 2) _____ | Need current documentation \$ _____ \$ _____ | |

For every item marked “yes” on the Questionnaire, provide the following information:

| Question Number | Name on Asset and Name of company, financial institution or source | Mailing address, telephone and fax number of company, financial institution or source |
|-----------------|---|--|
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PLEASE ALSO INCLUDE:

- 1) Copy of your most recent Federal Income Taxes along with any schedules.

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 Southern Housing Program will inspect the property to determine if the house meets Housing Quality Standards determined by the Department of HUD. Based on the inspection, the Southern Housing Program 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 Southern Housing Program 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 Southern Housing Program
- Failure to comply with these conditions could result in the withdrawal of the Southern Housing Program participation or the recall of the full amount of the Southern Housing Program 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.

| CONFLICT OF INTEREST | |
|---|--|
| Do you have any family or business ties to any of the following people? Yes ___ No ___ | |
| Vern Gove, County Board Chairperson | |
| Lois Schepp, Lead County Committee Coordinator | |
| John Tramburg, Columbia County Committee Member | |
| Nate Olson, Dodge County Committee Member | |
| Ben Wehmeier, Jefferson County Committee Member | |
| Andy Buehler, Kenosha County Committee Member | |
| Andrew Struck, Ozaukee County Committee Member | |
| Julie Anderson, Racine County Committee Member | |
| Colin Byrnes, Rock County Committee Member | |
| Alene Bolin, Sauk County Committee Member | |
| David Bretl, Walworth County Committee Member | |
| Jay Shambeau, Washington County Committee Member | |
| Kari Justmann, Housing Team Leader | |
| Susan Maier, Housing Program Specialist | |
| Sue Koehn, Housing Program Specialist | |
| Stacy Griswold, Housing Program Assistant | |

If yes, list name of person and disclose the nature of the relationship:

| | |
|--|--|
| | |
| | |

APPEAL PROCESS

An 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 Appeal Committee. If the applicant appeals the Appeal Committee’s decision, the full CDBG Housing Committee will review the appeal. If an agreement cannot be reached at the local level, the Department of Administration will make the final decision.



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 Southern Housing Program to obtain verification of any information contained in this application from any source named herein. We have given our permission to the Southern Housing Program 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.

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 Southern Housing Program and will be used for no other purpose.

(Signature of applicant)

Date: _____

(Signature of applicant)

Date: _____