CITY OF TROY
Residential Exterior Housing Improvement Loan Program
PROGRAM APPLICATION

Purpose

The City of Troy's Residential Exterior Housing Loan Program provides funding to repair owner-occupied single-family homes in the City of Troy. The goal of the program is to improve the housing stock in the City that in turn stabilizes and/or increases home values.

Eligibility Criteria

- Must own a home inside the City Limits of Troy and reside in the home as the primary residence **(Rental properties are not eligible for assistance);**
- The home must be a single-family dwelling unit and be at least 15 years old;
- Applicant must reside in the home for a minimum of two-years prior to applying;
- Applicant is NOT eligible if they currently have 2 existing mortgages on the property receiving the home repair assistance.
- Must be current with your property taxes, mortgage, City Utility Bills and federal, state, school, and city income taxes, or become current prior to application approval (including being approved for a payment plan by the County Auditor);
- Must have Homeowner Insurance;
- Must agree to use the property in a lawful manner with regard to City of Troy's Occupancy Code, Zoning Code, and Property Maintenance Code;
- Must maintain the structure and premises in a decent, safe and sanitary condition, pursuant to all applicable codes and ordinances of the City;

Eligible Exterior Repairs

- Roofs, Downspouts, Gutters
- Siding / Paint
- Windows / Exterior Doors
- Porch repairs
- Exterior Brick – Tuck pointing
- Chimney repair
- Foundation
- ADA Ramps
- Detached Garages (demolition, paint, siding, windows, garage door)

Program Guidelines

- Homeowner is required to submit two (2) cost estimates from qualified contractors with this application. A qualified contractor is a contractor that has General Liability Insurance, and Worker's Compensation (if applicable). A copy of their General Liability Insurance, and Worker's Compensation Certificate must be attached with their cost estimate;
- No home repair work can begin until a signed and approved Loan Agreement with the City has been executed. The loan agreement will set forth the loan terms and obligations for this home repair project. **Reimbursements for work that has begun prior to the Loan Agreement being signed will NOT be accepted**;
- If a Change Order arises due to unforeseen repairs necessary to complete the approved home repair work then the Contractor must contact the City of Troy Development staff immediately. The Troy Development staff and the homeowner must approve the additional repairs before they are completed. Approval will be made on a case by case basis depending on the severity of the unforeseen repair.
- After the Loan Agreement has been signed; and the home repair work has been completed; then the homeowner receiving assistance will be issued a two-party check made out to the homeowner and the selected contractor from the City of Troy in the amount of the cost estimate provided by the qualified contractor to pay the contractor directly for the home repair work outlined in the Loan Agreement. The contractor has 6 months to complete the home repair work;
- The homeowners receiving the home repair loan assistance are NOT eligible to perform the home repair work unless they are a qualified contractor with General Liability Insurance and Workers Compensation.

Income Qualifications

(Income Limits change each year in April)

Three options qualify Troy citizens who wish to apply for financial assistance, based upon household size and income, according to the HUD estimates of median family household income, which is below:
(e.g., mother, father, two children = 4 living in household)

	Persons in Family							
FY 2023 Income Limit Category	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**
80% Income Limits ($)	**52,050**	**59,450**	**66,900**	**74,300**	**80,250**	**86,200**	**92,150**	**98,100**
100% Income Limits($)	**65,100**	**74,400**	**83,700**	**92,900**	**100,400**	**107,800**	**115,200**	**122,700**

<u>Important</u>
Documentation listed below must be included with completed application.
Missing documents or incomplete applications will not be approved.

THE FOLLOWING INFORMATION BELOW WILL BE REQUIRED FOR INCOME VERIFICATION (PLEASE NOTE THAT NOT ALL THE INFORMATION WILL PERTAIN TO YOUR CURRENT INCOME SITUATION):

- **<u>Federal Filed Income Taxes</u>** – A copy of your most recent Federal Filed Income Taxes. If you are self-employed, provide copies of the last two years.
- **<u>Employment</u>** – Copies of either 8 paystubs if paid weekly or 4 biweekly pay stubs reflecting **<u>year to date</u>** total.
- **<u>Unemployment</u>** – A statement from the agency verifying the gross amount of weekly unemployment income received.
- **<u>Pension</u>** – A copy of the pension statement benefit or a check receipt reflecting the gross monthly amount received or a copy of one of the monthly checks.
- **<u>Social Security, SSI, Disability</u>** – A copy of the benefits statement or a printout from the agency. Income must reflect this year, not the previous year income.
- **<u>Bank Statements</u>** – Copies of the last three (3) months statements (savings, checking, CD, stocks, bonds, etc.).
- **<u>Self-Employed Driver – i.e. Door Dash; Grub Hub; Uber; Lyft</u>** – Submit a Self-Employed Questionnaire and requested supporting documentation for each company. This form can be obtained from the Troy Development Department.
- **<u>Eligible Working Adults</u>** – Any working adult resident must provide their income documents.
- **<u>No Working Adults</u>** – If there is no income from an eligible working adult then they will need to fill out a No-Income Sheet submitted. This form can be obtained from the Troy Development Department.
- **<u>Homeowner's Insurance</u>** – A copy of a statement or invoice that reflects the premium amount you pay for homeowner's insurance.
- **<u>Homeowner's Mortgage</u>** – A copy of a statement or invoice that reflects the premium amount you pay for the mortgage.

All income for program eligibility is based on current income. Current income will be projected to yearly <u>gross</u> income.

Complete <u>ALL</u> sections of the application
Sign and date application where appropriate

Mail application and documentation to, or drop it off, at the address below:

City of Troy **Development Department** c/o Nikki Reese 102 S. Market St. Troy, OH 45373

If you have questions please call Nikki Reese in the City of Troy Development at <u>nikki.reese@troyohio.gov</u> or 937-339-9601 Ext. 3.

As with all federally funded programs and any conventional bank home repair loan programs, the City of Troy's Residential Exterior Housing Improvement Program will require personal financial disclosure. Personal financial information shared with the City of Troy Development Staff is personal and confidential and shall be so designated. The personal and confidential financial files will <u>not</u> be available for public inspection to the extent permitted by law.

Updated November 18, 2024

City of Troy, Ohio
Residential Exterior Housing Improvement Program
APPLICATION

Part I – General Information

Applicant (Household Head)	**Co-Applicant**
Full Name________________________	________________________________
Address____	
City, State, Zip____	
Home/Cell Phone #'s_______________	________________________________
Date of Birth______________________	Date of Birth______________________

Part II – Household Information

Residents	**Are you a Veteran?** _______________
Total Number in Household__________	Number Disabled Residents__________

Is there an expectant mother in the household? Yes_______ No_________

Other Occupant Information:

Name	Relationship	Age

Part III – Employment Information

Applicant (Household Head)

Employer____

Address____

City, State, Zip____

Job Title/Position_________________________ # of yrs _______

Employer's Phone Number___________________________________

Employer's E-Mail Address (if available)______________________

Co-Applicant

Employer____

Address____

City, State, Zip____

Job Title/Position_________________________ # of yrs _______

Employer's Phone Number___________________________________

Employer's E-Mail Address (if available)______________________

ALL OTHER MEMBERS OF HOUSEHOLD WHO ARE WORKING (includes persons under the age of 18)

Employer____

Address____

City, State, Zip____

Job Title/Position_________________________ # of yrs _______

Employer's Phone Number___________________________________

Employer's E-Mail Address (if available)______________________

Part IV – Estimated Gross Monthly Income

	Applicant	Applicant	Other Household Member	Other Household Member	Total
Base Employment					
Overtime					
Part-Time Employment					
Social Security					
Pension					
Dividends / Interest					
Spousal Support					
Net Rental Income					
Other (i.e. Self-Employed Income)					
MONTHLY TOTAL					

NOTE: *ALL* HOUSEHOLD INCOME MUST BE REPORTED FOR ALL OCCUPANTS

Part V – Financial Information

Attach last 3 months' statements for the following:

Checking Accounts Balance $____________________

Savings Accounts Balance $____________________

Certificate of Deposit, Bonds, etc. Balance $____________________

401K, Annuity or other Retirement Fund Balance $____________________

Total Assets $____________________

Part VI – Additional Questions

Please circle the appropriate response and provide all requested information:

Does any applicant own any property that has been cited for being in violation of the rules or regulations of the:

City of Troy Development Department? ☐ YES ☐ NO

Miami County Health District? ☐ YES ☐ NO

Miami County Auditor? ☐ YES ☐ NO

Are there any unsatisfied judgments against any applicant? ☐ YES ☐ NO

Is any applicant a borrower or co-signer on any Promissory Note other than the primary mortgage on the subject property? ☐ YES ☐ NO

In the last five years, has any applicant declared bankruptcy? ☐ YES ☐ NO

Do you have 2 mortgages on the property receiving the home repair loan assistance? ☐ YES ☐ NO

If yes, give identifying information and information as to the type and status of any such bankruptcy action:

____

____

Has the applicant been served with a Notice of Foreclosure, or notice of any other legal action against the subject property? ☐ YES ☐ NO

If yes, give identifying information and information as to the type and status of any such action:

____

____

____

Are you behind on your mortgage? ☐ YES ☐ NO

If so, how many months are you behind? ________________

If you answered **YES** to any of the above questions, **please, explain using additional pages as may be necessary.** The City of Troy has the authority to decline funding.

<u>Part VII – Needed Exterior Repairs to Home</u>

Please describe what/why the exterior repair(s) need to be completed

Make sure that you attach 2 cost estimates from qualified general contractors for the exterior home repair work that you are requesting funds for:

Part VIII - Loan Guidelines

The loan shall become due and payable in monthly installments on the day the home improvement project is completed and the contractor performing the work is compensated. The applicant is expected to pay the recording fees for the mortgage at the time of the loan closing, these fees are approximately $50.00. The loan payment start date will begin after the home repair work is completed The City of Troy must either hold the 1st or 2nd mortgage for this exterior home repair loan. **Homeowners are NOT eligible if they currently have two existing mortgages on the dwelling receiving the home repair assistance**. The loan is due earlier when any one of the following occurs: 1) property is sold; 2) the house is no longer owner-occupied.

There is no penalty for pay off of the loan before your loan period is up. Complete repayment of the loan is required in monthly installments of amortized principal and interest within the loan period. The City of Troy requires automatic deduction from a lending institution (i.e. checking or savings account) for the payment of the loan. This deduction will occur on the 1st of the month. If the normal due date falls on a non-business day, then the deduction will occur on the proceeding business day. A penalty of 10% of the overdue payment amount will be required each month for any payment 10 or more days past due. Standard monthly payments will typically be due on the first day of each month.

Guidelines	Troy Program Option 1	Troy Program Option 2	Troy Program Option 3
Income Limits[1]	80% or less of HUD (&CHIP funds are not available)	Income Limits 80.1%-99.9% of HUD Income Limits	Greater than 100% of HUD Income Limits
Minimum Loan	$5,000	$5,000	$5,000
Maximum Loan	$20,000	$40,000	$10,000
Interest Rate[2]	0%	2%	Current Prime Rate
Loan Terms (fixed)[3]	10-year non-forgivable loan	10-year non-forgivable loan	5-year non-forgivable loan
Match Required	No Match	25% Match Required	50% Match Required

1. *Based upon HUD Estimates of median family Income with adjustments based upon family size.*
2. *Loans based upon Prime Rate at closing*
3. *Loan deferrals are NOT permitted*

The City of Troy can accelerate the loan, without notice, and demand full payment of the loan immediately if the borrower fails to:

- Disburse loan funds within six months and/or complete the project;
- Provide payments for two or more consecutive months;
- Obtain the necessary Miami County Building Regulation permits; Troy Historic District Permits (if applicable); Troy Zoning Permits; or other causes determined by the City of Troy;
- Make use of the entire loan commitment for its intended, approved purposes outline in the loan agreement;
- Occupy the home as their primary residence;
- Comply with all other laws and ordinances of the City of Troy.

The remaining loan proceeds not disbursed shall be returned to the City and the outstanding loan amount shall be reduced accordingly. Previous fees, interest, and disbursed principal shall not be refunded.

Part IX – Certification of Applicant(s)

Please read the following statement below. If you do not understand any part of it or have any questions about what you are being asked to sign, please ask someone at the City of Troy's Development Department to help you. Each applicant must sign below. Note: If any information on this application is found to be false or incomplete, such findings may be grounds for denial to the requested assistance.

I (we) certify that all information in this application is true and complete to the best of my (our) knowledge and belief. I (we) understand this information is subject to verification.

I (we) further certify that I (we) own the property identified in this application as my (our) principal residence and that any and all funds provided to me (us) will be used only for the labor and materials necessary to accomplish the work that will be described in the construction contract.

I (we) authorize the City of Troy Development Department to inspect and evaluate actual services provided to me (us). I (we) understand that any and all information provided in this application may be used for that purpose.

I (we) certify that all we have read and understand the City of Troy's Residential Exterior Housing Loan Program guidelines and the loan/grant agreement as stated within those documents.

I (we) understand that the personal financial information contained in this application is necessary for evaluation of my (our) application for assistance. I (we) further understand that my (our) name, address, and total amount of assistance will be subject to public disclosure since public funds are being utilized to assist in the improvement of my (our) property.

I (we) certify that we are requesting these funds due to financial hardships caused by Covid-19 (only applies for applications received prior to December 31, 2026).

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or documents, 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 five years, or both."

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against borrowers / grantees on the basis of race, color, religion, sex, handicap, familial status, national origin, marital status, and age (provided the borrower / grantee has the capacity to enter into a binding contract), because all or a part of the borrower's / grantee's income derives from any public assistance program, or because the borrower / grantee has in good faith exercised any right under the Consumer Credit Protection Act.

____ ____________________
Applicant Date

____ ____________________
Applicant Date

Received by:________________________________ ____________________
Troy Staff Date