

# **VILLAGE OF WYOCENA**

## **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 \$40,000 - \$50,000. 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:**

Village of Wyocena  
CDBG Rehabilitation Program  
C/O Kari Justmann  
201 Corporate Drive  
Beaver Dam, WI 53916  
Phone: 800-552-6330    Fax: 920-887-4250  
Email: kjustmann@msa-ps.com

**VILLAGE OF WYOCENA**  
**OWNER REHAB PROGRAM APPLICATION**

**Office Use Only:** Application Number \_\_\_\_\_ Date Received \_\_\_\_\_

**All information contained in this application is strictly confidential.  
Please fill out all pages (front and back).**

Applicants Name: \_\_\_\_\_ Age \_\_\_\_\_

Co-Applicants Name: \_\_\_\_\_ Age \_\_\_\_\_

*(Note: If you have a fiancé' or significant other living with you, please list here.)*

Current Street Address:

Street Address	City	State	Zip
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Mailing Address: (if different)

Street Address	City	State	Zip
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Phone Number: (Home): (Work): (Cell):

Email Address: \_\_\_\_\_

May we contact you via email? (*circle one*)      Yes   No

May we contact you at work? (*circle one*)      Yes   No

**TOTAL NUMBER OF PEOPLE LIVIING IN THE HOME:** \_\_\_\_\_

**LIST ALL PEOPLE WHO LIVE IN THE HOME AT LEAST 50 % OF THE TIME (INCLUDING CHILDREN):**

[illegible]

**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 &
_____ Native Hawaiian/Other Pacific Islander	_____ Black/African American
_____ Hispanic	_____ Balance of Other

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 Columbia County:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
	\$51,800	\$59,200	\$66,600	\$74,000	\$79,950	\$85,850	\$91,800	\$97,700

**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 FOR ALL HOUSEHOLD MEMBERS OVER 18 YEARS OLD**

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: _____	Name _____
Start Date: _____	Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____	Name _____
Start Date: _____	Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____	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



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

**CONFLICT OF INTEREST**

Do you have any family or business ties to any of the following people? Yes\_\_\_\_\_ No\_\_\_\_\_

Kim Bauer, Village President	Lori Kratky, Clerk/Treasurer
Paul Crary, Trustee	Rebecca Sersch, Trustee
Kathy Morrison, Trustee	Owen Landsverk, Trustee
Rusty Schiradelly, Trustee	Doug Rose, Trustee
Kari Justmann, Housing Team Leader	

If yes, disclose the nature of the relationship:

Names of covered person	

**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.

\_\_\_\_\_  
(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.
  - 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. In lieu of an in person inspection, pictures of the completed work can be submitted. The homeowner 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.

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**