

DOES YOUR HOME NEED REPAIRS OR IMPROVEMENTS?

The Community Action Center (CAC) Housing Improvement Program may be able to provide you with affordable home repair and improvement financing.



WHAT IS IT? The CAC Housing Improvement Program provides affordable financing for the repair and improvement of owner occupied housing in Whitman County. The intent of the program is to help people repair basic structural and system problems, improve the safety of their homes and improve communities.



WHO IS ELIGIBLE FOR ASSISTANCE? Within the priority communities including Endicott, Farmington, Lamont, Malden, and Tekoa; homeowners with moderate or lower incomes may be eligible for affordable housing rehabilitation financing. The income limits in 2004 are:

Household size:	1 person	2 people	3	4	5 or more
Annual income	29,450	33,700	37,900	42,100	45,450

Throughout Whitman County outside of the priority communities, homeowners with lower income may be eligible for affordable housing rehabilitation financing. The income limits for 2004 for homeowners outside of the priority communities are:

Household size:	1 person	2 people	3	4	5 or more
Annual income	\$23,920	\$27,365	\$30,745	\$34,190	\$36,920



WHAT TYPE OF WORK CAN BE COMPLETED? Basic repairs needed to keep your house in good, sound and safe condition must be completed. In addition, cost effective energy conservation must be completed. Limited general improvements to make a building more livable may be eligible for financing.



HOW DOES THE HOME REHAB PROCESS WORK? The housing rehabilitation process is cautious and detailed including a detailed property inspection, condition analysis and cost estimate; analysis of project feasibility; verification of ownership, income and credit history; development of a detailed rehabilitation work list and solicitation of contractor bids by the owner; loan closing and contract execution; and disbursement of loan funds on the basis of the work that has been completed. The CAC Staff will assist owners in preparing for the rehabilitation of the house and monitoring the work.



WHAT ARE THE TERMS OF THE FINANCING? The housing rehabilitation financing is provided as a loan with affordable terms. The interest rate varies from zero to four percent and repayment is due either when the house is sold or in regular monthly payments affordable to the homeowner.

FOR MORE INFORMATION, PLEASE CALL 509/334-9147

The CAC Housing Improvement Program is an equal housing program



HOUSING REHABILITATION LOAN PROGRAM

The Community Action Center will provide you with several services that will protect your interest while improving the quality of your house. The home rehab loans are designed to help you repair your home with a low to no interest rate loan that you can afford. Think of us as a bank with a loan you can afford with technical assistance to help you in the following ways:

- Homes are inspected by highly skilled staff prior to identify existing conditions and problems such as structural problems, health or safety hazards or access barriers for disabled residents.
 - We help you develop a work list to correct all identified problems.
 - We help you get bids from qualified contractors.
 - Construction is monitored by you with our assistance.

The process for the rehab loan includes:

Application – Within 7 days of receiving a completed application, we will determine whether or not you appear to be eligible for rehab financing. Initial approval is based on reviewing the following items: property location, income, work needed, property ownership, and credit report.

If you appear to be **ineligible**:

We will explain to you why your application is ineligible and your ability to have your application reconsidered.

OR

If you appear to be **eligible**:

We will call to schedule a loan application appointment. You will need to bring to the appointment:

- Home ownership documentation (Deed, title report, or purchase contract),
- Copy of real estate tax statement (copy of appraisal if available),
- Income verification (pay stubs, last years w-2, letter on social security level or other similar information),
- Latest income tax return.



Verifications. Based on the additional information provided at the appointment we will order any necessary verifications and review your eligibility for home rehab financing.

If you appear to be **ineligible**:

We will explain to you why your application is ineligible and your ability to have your application reconsidered.

OR

If you appear to be **eligible**:

We will call to schedule an inspection of your home.



Home Inspection – The Rehab Specialist & Energy Auditor will complete a detailed inspection of your home and property. *They will be inspecting all areas of your home, from top to bottom, please make sure they have access to the attic, basement, crawlspace, walls, floors, etc.* Within a few days after the inspection, the Rehab Specialist will prepare a preliminary description of the work needed to correct identified problem areas and a preliminary cost estimate..



Project Review – With the preliminary cost estimate, a feasibility review will be completed considering the cost of the needed work, the home value less the existing debt, the applicant’s income, and the applicants credit history.

If you appear to be **ineligible**:

We will explain to you why your application is ineligible and your ability to have your application reconsidered.

OR

If you appear to be **eligible**:

We will notify you that you are eligible and the Rehab Specialist will begin working with you to prepare your Final Work List



Final Work List –The Rehab Specialist will provide you will work with you to prepare a work list that can be completed within the available funds. You will approve the final list of work to be completed before bid packets are completed.



Solicitation of Bids and Contractor Selection - CAC will prepare bid packets for contractors and will send packets to contractors that you have approved or identified. You are encouraged to identify potential contractors through referrals from friends, local building supply companies or other people who might know reliable rehab contractors. Once bids have been received, we will review the bids for:

1. reasonableness of price,
2. contractor’s qualifications, insurance, and State registration/license, and
3. if the bid is within the available financing amount.

Once a qualified contractor has been found that you want to work with and can do the work for a reasonable price and within the available funds, loan documents are prepared.



Loan Closing – As soon as all ownership or title issues or other loan conditions are resolved and a feasible contract price for the work has been finalized with a qualified contractor, loan closing will be completed. At closing you will review and sign:

- Notice of Opportunity to Rescind
- Disclosure Statement
- Deed of Trust
- Disclosure Statement
- Rehabilitation Loan Agreement
- Insurance endorsement



Pre-construction Meeting – A meeting will be scheduled at your home with the contractor, Rehab Specialist, and you to review the construction contract, work list, time schedule, and responsibilities of everyone.



The Rehabilitation Work – You will monitor the contractor’s work and the Rehab Specialist will complete advisory inspections when a contractor requests payment or as needed by the owner or contractor. Building code inspections are provided by the City or County Building Inspector when building permits are required for the type of work being completed. Contractor payments, change orders and final inspection all require your approval and signature, the contractor’s signature, and approval from Community Action Center.



Project completion and loan set-up – When all work has been completed, the house is inspected by the Rehab Specialist, you and the Contractor. At this time we request you to complete an evaluation of the work completed by the contractor and the work of the CAC staff.

OTHER MONTHLY INCOME SOURCES	APPLICANT	CO-APPLICANT	TOTAL
Retirement or VA benefits	\$	\$	\$
SSA & SSI benefits			
Unempoyment compensation or AFDC			
Child support received			
Rents received from rental property			
Payments received from real estate contract			
Interest income, bonus, or commissions			
Other (please list) :			
TOTAL	\$	\$	\$

FINANCIAL STATEMENT

INCOME VALUE OF ASSETS:	CASH VALUE	INCOME FROM ASSET
Checking, and Savings Accounts	\$	\$
Stocks, Bonds , Money Market or CD's	\$	\$
Real estate (not including personal residence)	\$	\$
Other investment assets, list:	\$	\$
	\$	\$
Total Asset Value and Actual Income	\$	\$

HOUSEHOLD BUDGET – Please check the appropriate box for the expenses

HOUSING EXPENSES		LIVING EXPENSES	
Mortgage payment – per month	\$	Food – per month	\$
Home owners insurance - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$	Clothing - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$
Real estate taxes - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$	Medical – prescriptions & medical bills <input type="checkbox"/> Month <input type="checkbox"/> Year	\$
Heating expense (other than electric or gas) <input type="checkbox"/> Month <input type="checkbox"/> Year	\$	Health insurance - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$
Avista or Inland Power utility bill – per month	\$	Life insurance - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$
Water, sewer, & garbage – per month	\$	Auto insurance - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$
Maintenance & repairs - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$	Auto gas & repairs - <input type="checkbox"/> Month <input type="checkbox"/> Year	\$
Other (describe) :	\$	Telephone – per month	\$
	\$	TV cable – per month	\$
	\$	Child care – per month	\$
	\$	Child support – per month	\$
	\$	Other (describe) :	\$
	\$		\$

AGREEMENT AND CERTIFICATION (read carefully)

The undersigned certifies that the property listed above is his/her principle residence. The undersigned submits the foregoing statements and information, both written and printed, and including supplemental statements as being a full, true and correct statement of his/her financial condition on the date stated. Making a false or knowingly inaccurate statement on this financial application is punishable under state and federal law with a prison term and/or substantial fine. The undersigned agrees to notify the CAC Housing Rehabilitation Program in writing of any material change in his/her financial condition. The undersigned also authorizes the CAC Housing Rehabilitation Program to verify the information through securing credit checks, title reports, employer verification reports and benefits verification reports.

Applicant's Signature _____ Date _____ Co-Applicant's Signature _____ Date _____

VOLUNTARY INFORMATION: The information requested below is to assure that Federal laws prohibiting discrimination against applicants on the basis of race, color, national origin, religion, sex, familial status, age, and handicap are being complied with. You are not required to furnish this information, but are encouraged to do so. If you do not furnish this information we are required to note race/national origin and sex on the basis of visual observation or surname. This information will not be used in evaluating your application or to discriminate against you in any way.

For APPLICANT: <input type="checkbox"/> Male <input type="checkbox"/> Female Ethnic Categories: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not-Hispanic or Latino	<input type="checkbox"/> Male <input type="checkbox"/> Female RACE/NATIONAL ORIGIN: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other (please specify): _____	For CO-APPLICANT <input type="checkbox"/> Male <input type="checkbox"/> Female Ethnic Categories: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not-Hispanic or Latino	<input type="checkbox"/> Male <input type="checkbox"/> Female RACE/NATIONAL ORIGIN: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> Other (please specify): _____
I do not wish to furnish this information (please initial) _____		I do not wish to furnish this information (please initial) _____	

Home Information

All questions must be answered

Is the residence a Mobile Home Single Family Home
If it is a mobile is: In a mobile home park on land owned by you on a permanent foundation
What year was the home built? _____
Is the residence on 1 Floor 2 floors other: (please explain) _____
Is there a basement? Yes No Is the basement a finished living space? Yes No
How many bedrooms ? _____ How many bathrooms? _____
Have improvements or additions been made to the home? Yes No
If yes, please explain: _____

Is your electrical system: Breakers Fuses Bell Fuse* Don't know
** A bell fuse looks a little like a small (3/4" diameter) pipe with closed ends. The ends are metal and the center appears to be a paper material. They are usually green, red, or black.*

Put a "1" to indicate your primary source of heat and "2" to indicate your secondary source of heat.
_____ Electric _____ Natural Gas _____ Propane _____ Oil _____ Wood _____ Pellet _____ Coal
 Central Forced Air (with ducts) Space Heat (without ducts)

Who supplies your electrical service? Avista Inland Power & Light Clearwater Power
Account #: _____

Is the household in city limits? Yes No Is your water from City/Public Water Private Well
Do you have Septic Tank City Sewer

Please check all boxes that apply to your home:

Yes No

- Is your heating source operational?
- If you have a fireplace, does it have a liner? When was the chimney cleaned? _____
- Any broken windows?
- Any holes in the walls (inside or out)?
- Any holes in the floors?
- Do you have mold or mildew on the floors, walls, and/or ceilings?
- Do you have any electrical problems, such as outlets not working, or fuses/breakers constantly tripping, or open wiring connections? If yes; please explain: _____
- Does your water heater work properly? Is it gas or electrical ?
- Do you have a carbon monoxide detector installed?
- Do you have smoke detectors installed? How many? _____ Do they work Yes No
- Does your roof leak?
- Any leaking pipes?
- Any water leaks at the faucets?
- Is there insulation in the walls?
- Is there insulation in the ceiling?
- Is there insulation in the floor?
- Are there cracks and leaks around doors/windows?
- Is there weather-stripping around windows and doors?
- Does the home have storm windows or insulated glass?
- Does the home have a foundation?
- Are there cracks in the foundation?
- Is the water heater wrapped
- Are the heating ducts wrapped?

In what other areas do you feel improvements are needed in your home?