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

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SOUTHERN HOUSING REGION
HOME PURCHASER 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

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

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):

Name	Disabled?	Full-Time Student?	Birth Date	Relationship to You
	☐ Yes ☐ No	☐ Yes ☐ No		Self
	☐ Yes ☐ No	☐ Yes ☐ No		
	☐ Yes ☐ No	☐ Yes ☐ No		
	☐ Yes ☐ No	☐ Yes ☐ No		
	☐ Yes ☐ No	☐ Yes ☐ No		
	☐ Yes ☐ No	☐ Yes ☐ No		
	☐ Yes ☐ No	☐ Yes ☐ No		
	☐ Yes ☐ No	☐ Yes ☐ No		

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
_____ Black/African American
_____ Asian
_____ American Indian/Alaskan Islander
_____ Native Hawaiian/Other Pacific Islander
_____ Hispanic
_____ American Indian/Alaskan Native & White
_____ Asian & White
_____ Black/African American & White
_____ American Indian/Alaskan Native & Black/African American
_____ Hasidic Jews
_____ 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)

☐	Roof	☐	Insulation	☐	Interior Walls
☐	Exterior/Siding/Painting	☐	Furnace	☐	Water Heater
☐	Plumbing	☐	Foundation	☐	Doors
☐	Wiring/Electrical	☐	Windows	☐	Porch
☐	Chimney Repair	☐	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 purchase the home in:

Household Size	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Columbia	$41,300	$47,200	$53,100	$58,950	$63,700	$68,400	$73,100	$77,850
Dodge	$36,650	$41,850	$47,100	$52,300	$56,500	$60,700	$64,900	$69,050
Jefferson	$40,750	$46,550	$52,350	$58,150	$62,850	$67,500	$72,150	$76,800
Kenosha	$39,250	$44,850	$50,450	$56,050	$60,550	$65,050	$69,550	$74,000
Ozaukee	$41,100	$46,950	$52,800	$58,650	$63,350	$68,050	$72,750	$77,450
Racine	$36,700	$41,950	$47,200	$52,400	$56,600	$60,800	$65,000	$69,200
Rock	$34,200	$39,050	$43,950	$48,800	$52,750	$56,650	$60,550	$64,450
Sauk	$38,550	$44,050	$49,550	$55,050	$59,500	$63,900	$68,300	$72,700
Walworth	$37,750	$43,150	$48,550	$53,900	$58,250	$62,550	$66,850	$71,150
Washington	$41,100	$46,950	$52,800	$58,650	$63,350	$68,050	$72,750	$77,450

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 ½ 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.

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 Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____ Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____ Employer: _____ Phone #: _____ Fax #: _____ Email address: _____ Mailing address: _____	Will need most recent 3 months of check stubs _____ Homeowner name _____ Homeowner name _____ Homeowner 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	Cash Contributions of gifts including rent or utility payments, on an ongoing basis from persons not living in the home.	$_____
4. Y N	Unemployment benefits and/or Worker's Compensation.	Will need most recent 3 months of check stubs
5. Y N	Veteran's Administration, GI Bill, or National Guard/Military benefits/income.	Send most recent benefit statement
6. Y N	Social Security payments.	Send benefit statement
7. Y N	Income from family members age 17 and under (example: Social Security, Trust Fund disbursements, etc.)	Send most recent benefit statement
8. Y N	Supplemental Security Income (SSI).	Send most recent benefit statement
9. Y N	Disability or death benefits other than Social Security.	Send most recent benefit statement
10. Y N	Public Assistance (examples: TANF, AFDC, W2)	Send most recent documentation

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:** ☐ I am currently receiving child support payments. (check one) ☐ Weekly ☐ Bi-weekly ☐ Monthly ☐ I am not receiving any child support payments but it is court ordered that I do. **Check one:** ☐ I am not pursuing the payments for the following reasons: _____ ☐ 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	**Name on Account** _____ _____

18. Y N	Savings account(s). If yes, list bank(s)and the location(s): 1)_____Interest Rate:_____ 2)_____Interest Rate:_____	Will need most current bank statement $_____ $_____	**Name on account** _____ _____
19. Y N	Certificates of Deposit (CD) or Money Market Accounts If yes, list source/bank names and location: 1)_____Interest Rate:_____ 2)_____Interest Rate:_____ 3)_____Interest Rate:_____	Need documentation $_____ $_____ $_____	**Name on account** _____ _____ _____
20. Y N	Revocable trust(s) If yes, provide description 1)_____ 2)_____	Need documentation $_____ $_____	**Name on account** _____ _____
21. 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
22 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** _____ _____
23. 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** _____ _____
24. Y N	Whole Life Insurance Policy. If yes, how many policies ____ List sources: 1)_____Interest Rate:_____ 2)_____Interest Rate:_____	Need documentation $_____ $_____	**Name on account** _____ _____

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 2nd 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**

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 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 $475 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
Dean Perlick, Dodge County Committee Member
Ben Wehmeier, Jefferson County Committee Member
Andy Buehler, Kenosha County Committee Member
Kirsten Johnson, Ozaukee County Committee Member
Julie Anderson, Racine County Committee Member
Colin Byrnes, Rock County Committee Member
Kathy Schauf, Sauk County Committee Member
Kevin Brunner, 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.

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