

HOMWORKS HELP APPLICATION CHECKLIST

Please submit a complete application with the following documents:

- Copy of your **registered deed** (properties held in trust are not eligible)
- Current **mortgage statement** and current declaration page of your **property insurance**
- Current **Federal Tax Return** with all schedules.
- Two **current pay stubs** for all household members 18 years old or older.
- **Self-employed applicants**, provide a year-to-date income and expense statement and two years Federal Tax Returns with all schedules.

1. Applicant's Information

Owner's First Name		Middle Initial		Last Name	
Primary residence		Neighborhood		State	Zip Code

(Please attach a copy of your recorded deed)

Owner's Social Security Number		Date of Birth	
Home Phone		Work Phone	Cell Phone
E-mail			

(All owners on deed must be co-applicants: Please indicate co-owner information below.)

Co-Owner's First Name		Middle Initial		Last Name	
Primary residence, if different than above					
Co-Owner's Social Security number		Date of Birth			
Home Phone		Work Phone	Cell Phone		
Email					

Race/Ethnicity: This information is for federal reporting purposes only. Please check the space that is applicable to your household.

- Asian
 Black
 Hispanic
 Native American
 White
 Female Head of Household
 Other:

2. Income Eligibility

Please list all household members and their gross annual income below such as salary, social security/retirement benefits, unemployment, interest/dividend income, welfare, alimony/ child support and all other income. (Full time student's income is exempt.)

Household Member Name	Relationship to owner(s)	Age	Social Security Number	Annual Income	Source of Income
			Total Household Income:	\$	

3. Getting Your Project Underway (see program guideline for maximum loan allowed based on your household income)

What type of repairs do you plan to do?

- Interior Repairs
- Exterior Repairs (provide photo of house)
- Both Interior and Exterior repairs
- In addition, you can apply for a **Citizens Bank 1% APR interest loan** up to \$10,000 for a 7-year term
(Terms and conditions and income restrictions apply.) - (Repair cost must be a minimum of \$1500.)

Please submit two (2) cost estimates for your repair from licensed, registered and insured contractors. Please list repairs that you would like to have done and indicate if it is an emergency repair (e.g., roof leaking, no heat).

If your total repair cost exceeds the maximum city fund available to you, please submit a copy of your bank statement or loan commitment letter or indicate if you are applying to Citizens bank for a 1% home improvement loan, (see "At a Glance" guidelines)



Are you currently working with another housing agency for repair assistance? Yes No
 If yes, please state the agency's name:

4. Property Information

Type of Home (check one): Single-Family Two-Family Three-Family Four-Family Condominium Unit

If your home is a multi-family rental property, please complete the information below.

Rental units	Tenant's Name	Current Rent	# Bedrooms	Are utilities included in rent? (Yes / No)
First unit		\$		
Second unit		\$		
Third unit		\$		
Fourth unit		\$		

Monthly mortgage payment	\$	Current? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, how many months past due:
Monthly insurance payment (if not included in mortgage payment)	\$	Current? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, how many months past due:
Real Estate Tax (if not included in mortgage payment)	\$	Current? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, how many months past due:
Monthly Water & Sewer bill	\$	Current? Yes <input type="checkbox"/> No <input type="checkbox"/>	If not, how many months past due:

5. Affidavit

1. Do you owe the City of Boston any monies for incurred real estate taxes, rents, water & sewer charges or any other indebtedness? Yes No If yes, please explain:

2. Has either applicant been foreclosed or currently in foreclosure by the City of Boston for non-payment of real estate taxes or other indebtedness? Yes No If yes, please explain:

3. Has either applicant been foreclosed upon for non-payment of mortgage? Yes No If yes, please explain.

4. List all properties that all household members own individually or jointly; including corporation, trust, partnership or joint venture (attach additional sheet if necessary)

Property currently owned	Name of ownership entity

5. Have any of the applicants filed for bankruptcy in the past 10 years? Yes No
 If yes, is this home included in the bankruptcy? Yes No
 If yes, please submit a copy of the discharge.

6. Has either applicant been convicted of or been under indictment for any arson-related crimes? Yes No

7. Has either applicant been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three (3) years? Yes No If yes, please explain:

8. Has either applicant received or applied to receive home rehabilitation assistance or funds from DND in the last five (5) years? Yes No If yes, which program?

9. Are any of the applicants or their immediate family members — spouse, parents, children and siblings — currently employed with DND?
 Yes No If yes, please give, Employee's Name: _____ DND Division Name: _____

Signatures

I/We hereby certify that the information provided in this application is true and complete to the best of my/our knowledge. I/we hereby authorize the City of Boston to investigate my record(s) of credit. I/We hereby grant to the Department of Neighborhood Development permission to enter my property for purposes of repair survey and inspection.

Applicant _____ Date _____/_____/_____

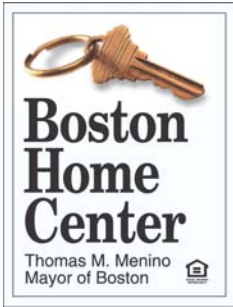
Co-Applicant _____ Date _____/_____/_____

How did you hear about Boston HomeWorks? _____



HomeWorks HELP – Department of Neighborhood Development
 26 Court Street, Boston, MA 02108 – 617.635.0600 – www.bostonhomecenter.com





HomeWorks HELP at a Glance

The City of Boston's Department of Neighborhood Development introduces HomeWorks HELP (Home Equity Loan Program).

HomeWorks HELP is intended to help homeowners overcome losses of home equity in the current housing market and provide them with an affordable alternative to finance necessary repairs to their homes and promote visible reinvestment in Boston's neighborhoods.

Who is eligible?

- Must be a Boston owner-occupant of 1- 4-family homes and condominium unit
- Applicants whose income is at or below \$75,750 for one person, or at or below \$95,000 for two or more persons

What are the benefits?

- Loan of up to \$10,000 loan for interior repair
- An additional \$5,000 for exterior repair (\$15,000 maximum loan amount)
- Zero (0%) deferred, forgivable loan
- No repayment if owned and occupied for five years from the date of closing
- Free home repair, bid review, and final inspection of your home repair project for quality insurance home repairs.

What is the maximum loan I can receive?

100% cost of repair is covered if household income is at or below 80% of HUD's Area Median Income (AMI). 50% of the repair cost is covered if household income is more than 80% AMI.

80% Income Eligibility Requirements CDBG Moderate Income:			
One-person household	\$46,300	Five-person household	\$71,450
Two-person household	\$52,950	Six-person household	\$76,750
Three-person household	\$59,550	Seven-person household	\$82,050
Four-person household	\$66,150	Eight-person household	\$87,350

Example of project funding:

Household Income

City Funds Owner Funds

Interior repairs totaling \$10,000

At or below 80% of AMI	\$10,000	0
Above 80% AMI	\$ 5,000	\$5,000

Exterior cost \$5,000 + interior cost \$10,000 totaling \$15,000 of repairs cost.

At or below 80% of AMI	\$15,000	\$0
Above 80% AMI	\$ 7,500	\$7,500

Terms and Conditions of program

- Secured by a mortgage and promissory note
- No repayment if owned and occupied for 5 years following the date of closing
- Payable in full if move, sell, cash-out refinance or transfer in years 1-5.
- Good standing with City accounts (e.g., water & sewer and property taxes)



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What are eligible repairs?

- **Interior repairs:** kitchen, bath, flooring, heating systems, painting and more
- **Exterior repairs:** Painting, clapboard and vinyl siding, masonry, windows, and porches
- **Unsafe property conditions and code violations** must be repaired first.

Please note: luxury items are not eligible for funding. Examples of ineligible repairs: granite counter top, Jacuzzi, landscaping, driveway or adding new living space.

How Do I Apply and What happens next?

1. Get at least two estimates from licensed, insured and registered contractors for your repair project.
2. Submit a complete HomeWorks HELP application with all the required documentation listed below:
 - a) Copy of your registered deed (properties in trust are not eligible)
 - b) Current mortgage statement
 - c) Current declaration page of your property insurance
 - d) Current Federal Tax Return with all schedules.
 - e) Two current pay stubs for all household members 18 years old or older.
 - f) Self-employed applicants, provide a year-to-date income and expense statement and two years' Federal Tax Returns with all schedules.
3. Eligible applicants will be contacted by a Program Manager who will work with you throughout the project. A Construction Specialist will visit your home to review and approve the scope of work for your project.
4. Before you start your project, you must provide verification of your matching fund before the closing.
5. Next you will sign a contract with your contractor, s/he will pull the necessary permit to do the work. Once the work is done, you will contact your Program Manager and submit a final invoice from your contractor along with a copy of the signed permit acknowledging that your project is completed.
6. The finale inspection will be conducted by your Construction Specialist and the City funds will be mailed to your contractor three weeks after the final inspection is done.

*Program terms and conditions apply. Offer ends December 31, 2011.

Please note: You may be eligible for additional Boston Home Center home repair programs for certain projects having to do with the lead abatement and home heating. Please contact the Boston Home Center at 617-635-HOME (4663).

You may be eligible to apply for the Citizens Bank unsecured home improvement 1% APR loan up to \$10,000 to match the City funds for your home repairs.



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