

# Northwest Iowa Regional Housing Trust Fund, Inc.

## Housing Rehabilitation Application

**This application must be completed in its entirety in either ink or be typewritten. Please use the back side if you need additional space to complete the application.**

Property Owner(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_  
(Street address, PO Box, City, State, Zip, County)

Current Residency Status:  US Citizen  Permanent Resident Alien  Other \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Marital Status:  Single  Married  Other \_\_\_\_\_

Is the property being purchased with:  Bank Loan  Paid in Full

If bank loan, list name of bank and address:

\_\_\_\_\_

Are your home loan payments delinquent?  Yes  No  No Home Loan

What type of repairs are you asking for assistance for? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you own **and** live in the home to be repaired?  Yes (Required)  No

Do you have homeowner's insurance?  Yes (generally required)  No

Is your home a mobile home?  Yes  No

(Mobile homes are only eligible for emergency funds, i.e.; hot water heaters/furnaces and/or handicap accessibility)

Do you receive income from rental properties?  Yes  No If yes, list address:

\_\_\_\_\_

Is someone in the house over 62 years of age?  Yes (priority status)  No

Does someone in your household have a permanent disability?  Yes (priority status)  No

Have you previously received assistance from the Northwest Iowa Regional Housing Trust Fund?  Yes  No If yes, when? \_\_\_\_\_

Do you anticipate any changes to your household size in the next 12 months?  Yes  No  
If yes, please explain: \_\_\_\_\_

Are there any members of your household who are temporarily absent from the home?  Yes  No  
If yes, please explain: \_\_\_\_\_

How did you learn of the Housing Rehabilitation Program? (brochure, web browsing, community agency, friend, etc.)?  
\_\_\_\_\_

## Household Information

Please list **all** persons who will be occupants in the home for the next 12 months. For any dependents 18 years of age or older, please indicate if they are **full-time** students. Be sure to include all property owners listed on the deed/title even if they do not live in the home.

List all in household (adults/children/unborn)	Date of Birth	Gender (M or F)	Race/Ethnicity (See Below)	Employer/School (indicate if full time student)

Race/Ethnicity: 1-White (non-Hispanic) 2-Hispanic 3-Black(non-Hispanic) 3-Native American 4-Asian

## Social Security Number

Please list the Social Security Number(s) of **Adult(s) Residing In the Home and/or Listed On The Deed**

Adult's Name(s)	Social Security Number

Northwest Iowa Regional  
Housing Trust Fund  
P.O. Box 1493  
Spencer, IA 51301  
Phone: 712-262-7225 ext. 141

E-mail:  
staci.kleinhesselink@nwipdc.org

# Income Information

**INCOME SOURCES\*:** When completing the income table below, include the total amount of gross income estimated from each source for the *upcoming 12 months*. Be sure to include all people living in the home and/or listed on the deed/title. Include the following types of income:

- ❖ **Wages** and salaries, overtime pay, commissions, fees, tips and bonuses (calculated before any deductions)
- ❖ **Self-Employment** (net income)
- ❖ **Social Security** Benefits (including Medicare Insurance Premiums)
- ❖ **Annuities and Pensions, IRA Distributions, Periodic payments from insurance policies,** etc.
- ❖ **Disability or survivor benefits, unemployment, and worker’s compensation**
- ❖ Periodic payments to your household from a **trust**.
- ❖ Net income for **renting** property to someone.
- ❖ **Alimony and child support** payments
- ❖ **Department of Human Services assistance** (FIP, Medicaid Assistance, Title 19, etc.)

<b>Income Sources: Complete Name &amp; Address of income source (for third party verification)</b>	<b>Income Earner</b>	<b>Amount Per Year</b>
Company: Address: Fax # (if employer):		\$ _____/yr
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# Cash Asset Information

**Please list liquid cash assets such as cash, checking account, savings account, CD’s, money market account(s), and marketable stocks.**

Liquid CASH Assets	Balance/ Amount	Financial Institution	Address
Cash	\$		
Checking	\$		
Savings	\$		
Other:	\$		
Other:	\$		

**Did you dispose of assets (cash, investments, rental property, etc.) below market value or give them away during the past two years?**

- No
- Yes. If yes, please explain. \_\_\_\_\_

# AGREEMENT, RELEASE & CERTIFICATION

## Agreement

As an applicant to the Northwest Iowa Regional Housing Trust Fund, I (we) understand and agree to the following:

1. I(We) understand that projects are subject to the availability of funds. I further understand that I cannot apply for funds if I have an outstanding lien with the Northwest Iowa Regional Housing Trust Fund for a previous project.
2. I(We) hereby state that the home is my (our) primary residence.
3. I(We) acknowledge that the assistance is provided in the form of a receding, forgivable loan and/or combination forgivable/payable loan. A lien will be placed on the property for a five-year period (forgivable loan only) or 10-year period (combination forgivable/payable loan). Payments are not generally required on the forgivable loan; however, if I (we) sell the property within five years, the balance of the loan must be repaid to the program.
4. I (We) acknowledge that applicants must meet income eligibility criteria; the limits change periodically and that information provided will be verified with the income source (for example, an employer). PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001, provides: *“Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies....or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document 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.”*
5. I(We) acknowledge that applicants are not guaranteed to receive assistance.
6. I(We) certify that all information in this application and all information furnished in support of this application for the purpose of obtaining assistance, is true and complete to the best of my (our) knowledge and belief.
7. The Applicant further certifies that he/she is the owner of the property described in this application.
8. The Applicant covenants and agrees that he/she will comply with all requirements imposed by or pursuant to regulations of the Secretary of Housing and Urban Development effectuating Title VI of the Civil Rights Act of 1964 (78 Stat. 252), the State of Iowa, and all applicable program rules. The Applicant agrees not to discriminate upon the basis of race, color, creed, sex or national origin in the use or occupancy of the real property rehabilitated with assistance of the community and other parties, public or private.
9. In the event that I am unsatisfied with the construction work, I agree to hold harmless the Northwest Iowa Regional Housing Trust Fund, Inc.
10. I hereby state that any loan on the property to be repaired/rehabilitated is current with payments, and I(we) agree to maintain homeowner’s insurance on the property unless specifically waived by the program administrator in accordance with the Northwest Iowa Regional Housing Trust Fund board policy.

## Release Of Information

I(We) authorize Northwest Iowa Planning & Development Commission (NWIPDC) and the Northwest Iowa Regional Housing Trust Fund, to obtain and share all documentation necessary to determine my (our) eligibility and application ranking for this program and complete the project. I(We) release to said entities all information regarding my (our) financial status from government entities, asset holding institutions, employers, and with other agencies as needed to complete the project.

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**Release Of Pictures**

- By checking this box**, I(We) grant the Northwest Iowa Regional Housing Trust Fund permission to use pictures taken of my(our) home before and after work is completed to be used in posting, presentation, printed material, and other formats.

**Certification**

I(We), the undersigned, certify that I(we) have read and understand the entire Applicant Agreement, Certification & Release forms and that the information in this application and all information furnished is true and correct and complete to the best of the Applicant’s knowledge and belief. I (We) further certify that I (we) have disclosed or will disclose all current and anticipated income sources of all household members and all current and anticipated assets held by all household members, as required in this application.

**Applicant(s):**

\_\_\_\_\_  
Applicant Name (printed or typed)

\_\_\_\_\_  
Applicant Name (printed or typed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Other Adult Household Member(s) (if any):**

\_\_\_\_\_  
Applicant Name (printed or typed)

\_\_\_\_\_  
Applicant Name (printed or typed)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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## Attachments

**Please attach the following documents to your application cover page.**

1. **FEDERAL INCOME TAX RETURN:** A copy of your two (2) most recent year's *federal* income tax return include the entire return (attachments, W-2's, 1099's, etc.). The state return is not needed. **If you did not file an income tax return, please explain why you didn't.**  

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2. **INCOME DOCUMENTATION:** Documentation of all applicable sources and amounts of *income expected in the coming 12 months* such as:
  - Copies of 2 months of paycheck stubs showing gross pay, deductions, and year-to-date information
  - Social Security amount determination letter (if receiving social security income). If you do not have the letter on hand, you can obtain documentation by calling 1-800-772-1213 (7 a.m. – 7 p.m.) or on-line at [www.socialsecurity.gov/myaccount](http://www.socialsecurity.gov/myaccount)
  - Statement showing pension receipts/disbursement amount(s)
  - Monthly child support documentation (such as a court order)
  - Stocks/Bonds/Annuity/IRA/CD's/Investment statements (showing current balance and any periodic payments to you)
  - Bank statement (all pages)
3. **MORTGAGE STATUS:** If a loan exists on the house to be repaired, please include documentation *from your banker/mortgage company* that shows whether you are current on your loan payments. If you have no home loan please initial here \_\_\_\_.
4. **DEED:** Deed that shows a complete legal description of your property and verifies your ownership of the property.
5. **INSURANCE:** Homeowners insurance is required, unless the Northwest Iowa Regional Housing Trust Fund board waives this requirement for you; you must be over 62 or disabled (receiving social security disability) AND have an income that is less than 30% of Area Median Income to qualify for a waiver. Please provide a document that shows that the property is insured. Check here to request a waiver \_\_\_\_.
6. **DISABILITY** (if applicable): If you are not receiving social security and you are not older than 62, you will receive priority status as a disabled person only if you provide proof of your disability from a medical doctor or proof of Social Security disability income.
7. **BIDS:** Attach 2 or more bids from registered contactors. The link to check registration is below.  
[https://laborportal.iwd.iowa.gov/iwd\\_portal/dashboards/contractor-home](https://laborportal.iwd.iowa.gov/iwd_portal/dashboards/contractor-home)