



## Housing Renovation Program Application

DATE OF APPLICATION

*Complete the application, including all appendices. Failure to complete all sections of the application will delay the process. **Submitting an application does not automatically qualify you for the loan.** The loan is subject to funds availability and program guidelines.*

|   |   |            |  |  |
|---|---|------------|--|--|
| <b>APPLICANT</b>                              | FULL NAME (LAST, FIRST, MI)                                       |            | MAILING ADDRESS (if different than property address) |  |
|   | PROPERTY ADDRESS (HOUSE #, STREET, CITY, STATE, ZIP CODE)         |            |  |  |
|   | HOME PHONE  | CELL PHONE | EMAIL ADDRESS  |  |
|   | DATE OF BIRTH   |            | SOCIAL SECURITY NUMBER                               |  |
|   | Company or Organization (if applying at a business or non-profit) |            |  |  |
| <b>CO-APPLICANT OR SPOUSE (if applicable)</b> | FULL NAME (LAST, FIRST, MI)                                       |            | MAILING ADDRESS (if different than property address) |  |
|   | HOME PHONE  | CELL PHONE | EMAIL ADDRESS  |  |
|   | DATE OF BIRTH   |            | SOCIAL SECURITY NUMBER                               |  |

**Property Information**

1. Primary Mortgage Holder/Lien: \_\_\_\_\_ Approximate balance owed: \_\_\_\_\_

Are you delinquent? Yes No

2. Secondary Mortgage Holder/Lien Holder (if applicable): \_\_\_\_\_

Approximate balance owed: \_\_\_\_\_ Are you delinquent? Yes No

3. Assessed Value: \_\_\_\_\_ Approximate year home built: \_\_\_\_\_

4. Classify your home: Single Family Duplex Triplex

5. How many years have you owned this property? \_\_\_\_\_

6. Homeowner's Insurance Company: \_\_\_\_\_

7. Is the property located in the flood plain? No Yes, do you carry flood insurance? Yes No

8. Has the property been a recipient of the City of La Crosse Housing Renovation Program, City of La Crosse Housing Rehabilitation Program, City of La Crosse Housing Replacement Program and/or the La Crosse County Acquisition and Demolition Grant Program? Yes No

Is yes, do you have an outstanding loan with any of the programs? Yes No

11. Do you intend to convert a rental into an owner-occupied home? Yes No

If yes, you are eligible for up to 20% of your loan to be forgiven, must provide evidence that the home has been used as a rental for at least one year.

\*\*\*Minimum loan amount of \$15,000, maximum \$40,000 or 100% LTV (Loan to Value to based off fair market assessed value or appraised value – blue print appraisals accepted), whichever is less.

## Scope of Work

### Estimated Renovation Budget

| Service/Material  | Description (Rooms, Work Performed)          | Estimated Cost |
|---|--|----------------|
| Concrete work (footings, foundation walls, basement floors, garage slabs, sidewalks, steps) |  |                |
| Framing   |  |                |
| Lumber Package, Interior Doors  |  |                |
| Roofing, Siding, Fascia, Soffit (at least 25% of total)                                     |  |                |
| Exterior Windows & Doors (also counts towards 25%)  |  |                |
| Insulation  |  |                |
| Cabinets, countertops, vanity tops, fixtures  |  |                |
| Drywall material/finish, painting   |  |                |
| Flooring  |  |                |
| Heating and Air Conditioning  |  |                |
| Plumbing  |  |                |
| Electrical  |  |                |
| Other describe:   |  |                |
| Other costs such as architect, surveys, construction loan fees, permits, legal              |  |                |
|   | <b>Total Estimated Renovation Budget:</b>    |                |
|   | <b>Exterior Improvements @ 25% of Total</b>  |                |
|   | <b>Homeowner Contribution @ 25% of Total</b> |                |

## Required Documentation

All supporting documentation required to complete your application are detailed below.

\*NOTE: Send photocopies only. Please retain the originals for your records.

- Flood Insurance (if applicable)
  
- Proof of Homeowner's Insurance
  
- Proof of remaining balance on first mortgage (statement from bank)

| <b>FINANCIAL HISTORY INFORMATION</b>  |  |
|---|--|
|   | <b>Applicant</b>   |
| Do you have any judgments or collection accounts currently outstanding?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever had a vehicle repossessed? If yes, what year:   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you currently a party to a lawsuit, or do you have reason to believe that you will become party to a lawsuit in the next 12 months? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Have you ever declared bankruptcy? If yes, what year:   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Are you presently delinquent or in default on any Federal debt or any other loan mortgage, financial obligations, or loan guarantees?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

**WISCONSIN MARITAL PROPERTY ACT CREDIT APPLICATION FORM**

In order to comply with the provisions of the Wisconsin Marital Property Act, it is necessary for you to provide the following information:

1. Marital Status:  Married     Unmarried     Legally Separated (Date of Decree)
2. If married: Spouse's Name \_\_\_\_\_ Address: \_\_\_\_\_
3. Notice to married applicants: No provision of a marital property agreement (including a Statutory Individual Property Agreement pursuant to s.766.587, Wis. Stats.), a unilateral statement classifying income from separate property under s.766.59, or court decree under s.766.70 Wisconsin Statutes adversely affects the creditor unless the creditor is furnished a copy of the document prior to the credit transaction or has actual knowledge of its adverse provisions at the time the obligation is incurred.

**\*\*If you wish to have a marital property agreement, unilateral statement or court decree considered in connection with your application, you may enclose a copy of it with this form.**

**AGREEMENTS & ACKNOWLEDGEMENTS**

The undersigned specifically acknowledge that:

**Loan Agreements:**

1. I certify that all information in this application, and all information furnished in support of this application is given for the purpose of obtaining a City of La Crosse Housing Renovation Program Deferred Payment Loan and is true and complete to the best of my knowledge and belief.
2. I certify that I am the owner of the property described in this application and that the loan proceeds will be used only for the work and materials necessary to meet the renovation standards, as applicable, which are prescribed for the property described in this application. If the Community Development Committee determines that the renovation loan proceeds will not or are not used for the purpose described, the applicant agrees that the proceeds shall be returned forthwith, in full, to the Government, and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right or claim.
3. The property will have a 10-year owner-occupied deed restriction
4. Verification or re-verification of any information contained in the application may be made at any time by the City of La Crosse, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by the City of La Crosse, even if the loan is not awarded.
5. The City of La Crosse will rely on the information contained in the application. I have a continuing obligation to amend and/or supplement the information provided in this application if any of the material facts which I have represented herein should change.
6. I agree to authorize the Housing Renovation Program, after giving of reasonable notice, to enter the improved property for determining that the proposed improvements have taken place.

**Additional Loan Agreements:**

1. The loan requested by this application will be secured by mortgage or deed of trust on the property;
2. If required, applicant agrees to purchase flood insurance to cover the amount of the Housing Renovation Loan for the life of the loan.
3. The applicant agrees that they will comply with all City of La Crosse Housing Renovation terms and conditions.

**Certification:**

*I certify that the information provided in this application is true and correct as of the date of my signature on this application. I acknowledge my understanding that any intentional or negligent misrepresentation of the information in this application may result in civil liability and/or criminal prosecution and subject to a penalty of up to \$10,000 and up to five years imprisonment or both.*

Applicant Signature

Date

Co-Applicant Signature

Date

**CITY OF LA CROSSE PLANNING DEPARTMENT  
HOUSING RENOVATION PROGRAM  
APPLICANT and CO-APPLICANT CONFLICT OF INTEREST STATEMENT\***

| <b>CITY STAFF</b>   | <b>POSITION</b>                               | <b>CHECK IF NO<br/>RELATIONSHIP</b> | <b>FAMILY (state<br/>relationship)</b> | <b>BUSINESS (state<br/>relationship)</b> |
|---|---|-------------------------------------|--|--|
| Jason Gilman  | Director, Planning & Dev                      | <input type="checkbox"/>            |  |  |
| Caroline Gregerson  | Community Dev Admin                           | <input type="checkbox"/>            |  |  |
| Andrea Schnick  | Economic Dev Planner                          | <input type="checkbox"/>            |  |  |
| Tim Acklin  | Senior Planner                                | <input type="checkbox"/>            |  |  |
| Lewis Kuhlman   | Associate Planner                             | <input type="checkbox"/>            |  |  |
| Kevin Conroy  | Housing Specialist                            | <input type="checkbox"/>            |  |  |
| Kevin Clements  | Housing Specialist                            | <input type="checkbox"/>            |  |  |
| Dawn Reinhart   | Neighborhood Housing<br>Development Associate | <input type="checkbox"/>            |  |  |
| Tara Fitzgerald   | Federal Programs<br>Accounting Technician     | <input type="checkbox"/>            |  |  |
| Sara Olson  | Clerk Steno                                   | <input type="checkbox"/>            |  |  |
| <b>COMMUNITY<br/>DEVELOPMENT<br/>COMMITTEE</b>                          | <b>POSITION</b>                               |                                     |  |  |
| Tim Kabat   | Mayor and chair                               | <input type="checkbox"/>            |  |  |
| Phil Ostrem   | Council member                                | <input type="checkbox"/>            |  |  |
| Barb Janssen  | Council member                                | <input type="checkbox"/>            |  |  |
| Mike Lemmon   | Citizen member                                | <input type="checkbox"/>            |  |  |
| Linda Lee   | Citizen member                                | <input type="checkbox"/>            |  |  |
| Adam Hatfield   | Citizen member                                | <input type="checkbox"/>            |  |  |
| Vacant 1  | Citizen Member                                | <input type="checkbox"/>            |  |  |
| Please name any other city employee with which you have a relationship: |   |                                     |  |  |

APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

CO-APPLICANT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## **Example of Eligible and Ineligible Renovation Expenditures**

Following are some examples of eligible and ineligible renovation items.

### **A. ELIGIBLE EXPENSES**

1. All housing code items.
2. All incipient violations.
3. Maintenance items including but not limited to: (when not considered necessary to meet the housing code)

- Replacement of plumbing and sanitary facilities
- Replacement of deteriorated heating systems
- Repair or replacement of deteriorated windows
- Repair of cracked walls, ceilings and foundations
- Replacement of roof
- Insulation upgrading
- Electrical repairs and improvements
- Painting
- Replacement of siding
- Replacement of boulevard sidewalk

4. General improvement items include:

- Remodeling such as enlarging windows, opening rooms
- Refinishing attics, basements
- Carpeting
- Paneling
- Additions

### **B. INELIGIBLE EXPENDITURES**

|                |               |              |
|----------------|---------------|--------------|
| Patios         | Tennis courts | Mobile Homes |
| Decks          | Fences        |              |
| Saunas         | Driveways     |              |
| Swimming pools |               |              |

## LOAN TERMS AND CONDITIONS

The applicant shall agree, and by signing Housing Renovation Repayment Agreement does agree to the following terms and conditions:

### A. CIVIL RIGHTS

Comply with all requirements with respect to Title VI of the Civil Rights Act of 1964 to not discriminate upon the basis of race, color, creed or national origin in sale, lease, rental, use or occupancy of the property.

### B. RIGHT OF RESCISSION

Acknowledges the borrower's right, within a three day period from the date of loan settlement, to rescind the entire deferred payment loan transaction. An approved loan may be cancelled because the household has requested cancellation, is unwilling or unable to proceed with the work, or for other reasons. To cancel an approved loan, the City shall prepare a letter and distribute the original letter to the applicant and file one copy. If funds for the cancelled loan have been deposited in the personal funds account, the City shall request a check from that account for the amount originally deposited, payable to the source from which the funds were obtained. Funds from the cancelled loan shall remain in the Housing Renovation account for use in renovation of another property.

### C. USE OF PROCEEDS

Apply loan proceeds only to pay for costs of services and materials necessary to carry out the work for which the loan is approved.

### D. COMPLETION OF WORK

Assure that the work shall be carried out promptly and efficiently through written contract(s) with the prior concurrence of the Community Development Committee.

### E. INELIGIBLE CONTRACTORS

Not award any contract for work to unlicensed contractors.

### F. INSPECTION

Allow inspection by the City, or its designee, of the property, the work and all contracts, materials, equipment, payrolls and conditions of employment pertaining to the work.

### G. RECORDS

Keep such records as may be required by the City with respect to the work.



#### H. INTEREST OF CERTAIN FEDERAL OFFICIALS

Not permit any member of the Congress of the United States, commissioner or City official to share in any proceeds of the loan or in any benefit arising from the same.

#### I. BONUS, COMMISSION, FEE

Not pay any bonus, commission or fee for the purpose of obtaining the approval of the loan application or any other approval or concurrence required by the City or its designee to complete the work financed in whole or in part with a loan.

#### J. INTEREST OF THE CITY OF LA CROSSE

Not allow any member of the governing body, who exercises any functions or responsibilities in connection with the administration of the project or program, not any other officer or employee of the public body, who exercise such functions or responsibilities, to have any interest, direct or indirect, in the proceeds of the loan in any contract entered into by household for the work financed in whole or in part with a loan.

#### K. INTEREST OR OTHER LOCAL PUBLIC OFFICIALS

Not allow any member of the governing body of the locality in which the property to be renovated is situated, nor any other public official of the locality, who exercises any functions or responsibilities, to have direct interest in the proceeds of this loan or in any contract entered into by the household for the work financed in whole or in part with a loan.

#### L. PRESERVATION OF THE SECURITY

Maintain the property in sound condition during the term of the housing renovation loan and maintaining homeowners insurance.

#### M. REPAYMENT AGREEMENT

Enter into an agreement with the City providing for repayment of the Deferred Payment Loan.

1. Repayment of Deferred Payment Loan - The property owner and all individuals who signed the application for a loan shall enter into an agreement with the City for repayment. This agreement shall provide that in the event that the improved property is sold, transferred, or otherwise conveyed, or 10 years passes, the recipient shall repay the full amount of the Deferred Payment Loan and the applicable interest rate.
  - a. Interest Rate for Deferred Payment Loan - The interest rate for a Deferred Payment Loan shall be 1% per annum simple interest. The interest must be paid to the City of La Crosse at the time the principal amount of the loan is repaid. Interest for a partial year shall be calculated on a daily basis by dividing the annual interest amount by 365 days to determine the daily interest amount. The number of days of interest multiplied by the daily interest rate will yield the amount of interest owed for the partial year.

b. In the case of a life estate, the life tenant and the title holders shall be required to sign the Repayment Agreement. If a situation arises which makes it impossible to meet this requirement, the Community Development Committee will give special consideration to the application and may waive this requirement.

c. Optional Prepayment of Loan - The borrower may repay all of the outstanding balance of the principal and interest of the Deferred Payment Loan at any time prior to the time that such payment would otherwise be due without incurring any prepayment penalty.

N. Misuse of Funds - If any Deferred Payment Loan funds are used for purposes other than an eligible improvement upon an eligible property or if the household's application is found to contain a material misstatement of fact, the household shall be liable for immediate repayment of the Deferred Payment Loan.

O. FEDERAL FLOOD INSURANCE

Any household receiving a loan must comply with federal flood insurance regulations. If a property is located in flood zone A as designated on the Federal Emergency Management Agency Flood Insurance Rate Map, the household shall be required to show proof of flood insurance in an amount large enough to cover the amount of the loan and to designate the City of La Crosse as a mortgage holder. The HSA has determined that the average life of all improvements implemented by the Housing Renovation Program is six (6) years. A household which resides in zone A must provide flood insurance for either the life of the loan or the life of the improvement, whichever expires first.