



COMMUNITY DEVELOPMENT DEPARTMENT

303 West Commonwealth Avenue, Fullerton, CA 92832-1775 Website: www.cityoffullerton.com

Telephone • (714) 738-6540

Facsimile • (714) 738-3110

FORGIVABLE LOAN PREAPPLICATION

Dear Homeowner:

Thank you for inquiring about the City’s Housing Rehabilitation Program. The following brief description of the forgivable loan programs is provided for your information and reference.

GENERAL INFORMATION

Forgivable loans are available to very low-income households. The specific forgivable loans can be combined, and may be awarded in conjunction with the Housing Rehabilitation Loan Program. The forgivable loans do not have to be repaid to the City if the homeowner resides at the property three years after the forgivable loan is awarded. However, if the homeowner sells or transfers title to the property prior to three years, a percentage of the forgivable loan amount, determined by the City, must be repaid.

In order to qualify the assets of families cannot exceed \$20,000 and the assets of senior citizens cannot exceed \$30,000. Under special circumstances the asset limitations may be amended on a case-by-case basis.

SPECIFIC FORGIVABLE LOAN PROGRAMS:

Exterior Paint Program: The Exterior Paint Program offers forgivable loans up to a maximum of \$5,000.

Owner-Builder Rebate Program: The Owner-Builder Rebate Program provides forgivable loans to reimburse homeowners for the correction of building code, and health and safety items. Reimbursements are provided to cover the cost of materials only, not labor. The maximum forgivable loan amount is \$2,500, and all home improvements must be completed within a six-month period from the date the forgivable loan is awarded.

Reroof Program: The Reroof Program offers forgivable loans up to a maximum of \$10,000.

Mobile Home Program: The Mobile Home Program forgivable loans can be used to address building code, and health and safety items only. Forgivable loans are available up to a maximum of \$6,000.

Handicap Modification Program: The Handicap Modification Program offers forgivable loans for improvements to the home that aid the handicapped such as additions of ramps and handrails. Forgivable loans up to a maximum of \$4,000 are available through this program.

Seismic Retrofit Program: The Seismic Retrofit Forgivable Loan Program offers a maximum forgivable loan of \$5,000. This forgivable loan is to be used for foundations, bracing of foundations, chimneys and water heaters. Homes must have been constructed before 1960. This work must be performed by a contractor approved by the City of Fullerton.

INCOME GUIDELINES

Number of Persons <u>in Household</u>	50% of County Median <u>Income</u>
1	\$32,550
2	\$37,200
3	\$41,850
4	\$46,500
5	\$50,200
6	\$53,950
7	\$57,650
8	\$61,400

If you are interested in participating, please complete the attached preapplication and credit authorization form and return them to our office, along with the applicable documents listed on the following page. If you have any questions, please contact me at (714) 738-6874.

Sincerely,

Sylvia M. Chavez
Housing Programs Assistant

CITY OF FULLERTON
HOUSING REHABILITATION PROGRAM
Eligibility Documentation

The following documents are required in order to determine your loan eligibility. Please attach copies of applicable documents to your preapplication.

PROOF OF OWNERSHIP	Copy of the Grant Deed to the Property
SOCIAL SECURITY	Copy of Social Security Card
INCOME VERIFICATION OF TITLE HOLDERS	<u>Verification Required</u>
Employment	Most recent W-2, and state and federal tax returns Four recent consecutive pay check stubs
Aid to Families with Dependent Children	Verification statement from Social Services Agency
Social Security Benefits SSA/SSI	Copy of check <u>or</u> verification statement from Social Security Administration or Bank Statement
Veteran Benefits	Copy of check <u>or</u> verification statement from Veterans Administration
Child Support/Alimony	Copy of final divorce papers
Retirement/Pension	Copy of check <u>or</u> verification statement from Pension Fund
Unemployment Benefits	Copy of check <u>or</u> verification statement from California State Department of Employment
Disability Benefits	Copy of check <u>or</u> statement of verification from payer
Self-employed	Copies of year-to-date profit/loss statement and previous two years state and federal tax returns. If incorporated, previous two years Corporation Tax Returns and current Financial Statement
Rental Income	Copy of operating statement showing rents received, expenditures and net income; and copy of previous two years', state and federal tax returns including "Schedule of Real Estate Owned"
School Scholarship/Grant	Statement of grant award, school related expenditure and net income

NOTICE
FEDERAL LEAD-BASED PAINT REQUIREMENTS

Both the State of California and the federal government have adopted regulations designed to reduce or eliminate the risk of lead-based paint hazards in homes. Some homes built before 1978 may contain lead-based paint that may be harmful to anyone living or working within the home, especially pregnant women and children. Such hazards may occur as a result of exposure to contaminated lead painting dust and paint chips. It is important that you understand these requirements when applying for a home improvement loan or forgivable loan from the City of Fullerton.

Federal regulations (24 CFR Part 35) require any home built prior to 1978 that receives federal assistance for rehabilitation be assessed for the presence of lead-based paint hazards. To comply with this requirement, the City will fund the cost of the assessment by a licensed and certified contractor, after a completed application for the Housing Rehabilitation Program has been filed but before the loan and/or forgivable loan is approved. The results of the assessment will become public record and be filed with the State Department of Health Services. You will be personally obligated to disclose the results of the testing to any potential buyers and/or the subsequent occupants of the property.

As a participant in the City of Fullerton’s Housing Rehabilitation Program, I understand that I will be required to allow any lead hazards found on the property to be stabilized using a portion of the proceeds from the loan and/or forgivable loan that the City is extending to me. I also understand that some methods used to control the hazards may not be permanent in nature and may need to be readdressed in future years.

By signing this Notice, I hereby certify that:

- 1. I have received a copy of this Notice.
- 2. I have read and understand the lead hazard requirements contained in this Notice.
- 3. I accept these requirements and the related personal disclosure obligations as a condition of my application for the City of Fullerton’s Housing Rehabilitation Program.

If you would like to discuss the hazards of lead-based paint and the potential impact of the state and federal requirements on your property *before* you submit your application for the Housing Rehabilitation Program, please call the City’s Housing Office at (714) 738-6874.

Property Address: _____

Applicant: _____
Signature of Applicant

Date: _____

Applicant: _____
Signature of Applicant

Date: _____

CITY OF FULLERTON HOUSING REHABILITATION PROGRAM
FORGIVABLE LOAN PREAPPLICATION

The following information is needed to determine your eligibility for the City of Fullerton's Housing Rehabilitation Program. All information in this form is confidential. Applications will be processed on a first-come, first-served basis. Please supply all information requested in order to ensure prompt processing. If you need assistance in completing the form, contact the City of Fullerton, Housing Rehabilitation Division at 738-6874.

(Please type or print in ink).

APPLICANT'S NAME: _____ SOCIAL SECURITY #: _____

RESIDENCE ADDRESS: _____

NAME(S) OF TITLE HOLDER(S): _____

TELEPHONE NUMBER: HOME (____) _____ BUSINESS (____) _____

FAMILY COMPOSITION: (List each person residing in your home. Use additional pages if necessary.)

Family Member Number	NAME (Last, First)	Relationship to Head of Household	Age
1.	Head of Household	SELF	
2.			
3.			
4.			
5.			

INCOME: (List the income of each person residing in your home.)

Family Member Number	Employer or Income Source	Address	Telephone Number	Annual Income Last Year	Current Gross Income Per Mo./Per Wk.

ASSETS: (Describe real and personal property excluding residence, furnishings, and one car.)

<u>Family Member Number</u>	<u>Description</u>	<u>Amount or Value</u>

Please provide a brief explanation of the home improvement work desired:

I hereby declare that the foregoing information is true and correct to the best of my knowledge. I authorize the City of Fullerton to verify the information to determine my eligibility and to conduct an inspection of my property. I understand that the City is authorized to require correction of fire, life, and safety hazards.

Applicant

Date

Applicant

Date

Mail completed pre-application with copies of required documents to: City of Fullerton, Housing Rehabilitation Division, 303 West Commonwealth Avenue, Fullerton, CA 92832.*Note: Application cannot be processed without the submittal of applicable documents listed on page 2.

APPLICANT(S) MUST COMPLETE

INFORMATION FOR GOVERNMENT MONITORING PURPOSES

Race

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander
- American Indian/Alaskan Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaskan Native & Black/African American

Ethnicity

- Hispanic/Latino:
- Mexican/Chicano
 - Puerto Rican
 - Cuban
 - Other Hispanic/Latino

Head of Household

- Female
- Male
- Disabled
- Elderly
(62 and older)

FOR OFFICE USE ONLY:

ELIGIBILITY DETERMINATION

Income:

Source	\$	Amount	x	Mo./Wk.	=	\$	Yearly Income
Source	\$	Amount	x	Mo./Wk.	=	\$	Yearly Income
Source	\$	Amount	x	Mo./Wk.	=	\$	Yearly Income
Source	\$	Amount	x	Mo./Wk.	=	\$	Yearly Income

Number in household: _____ Total Income: \$ _____

Forgivable loan type: _____ Maximum allowable income: \$ _____

- Very Low-income
 Low Income
 Moderate Income

STATISTICAL INFORMATION

Flood Zone _____ Census tract _____ Age of Property _____

Number of units _____ Emergency repair amount \$ _____

This certifies that the applicant is eligible under the City of Fullerton Housing Rehabilitation Program guidelines.

Housing Programs Assistant

Date

Comprehensive Housing Services, Inc.
8840 Warner Avenue, Suite 203
Fountain Valley, CA 92708
Ph: (714) 841-6610 ■ Fax: (714) 841-4341

CREDIT REPORT AUTHORIZATION FORM

Agency Name: **CITY OF FULLERTON, Housing and Community Development**

Applicant/Borrower Name

Co-Applicant/Co-Borrower Name

Social Security Number

Social Security No.

Current Property Address:

Previous Property Address:

Comprehensive Housing Services, Inc. has permission from Applicant(s) to make credit inquiries as deemed necessary by the City of Fullerton.

I agree that a photocopy of this authorization may be used for credit inquiries only. The original signed form of this authorization is on file and will stay in effect for **a year and one month** from the date signed. I understand I have a right to review any credit inquiries and correct any information that I can prove is incorrect.

Applicant/Borrower Signature

Date

Co-Applicant/Co-Borrower Signature

Date