



Housing Improvement Program (HIP)
2001 South State Street, S2100
Salt Lake City, UT 84190
Phone: 801.352.0325
www.housingservicesut.org

UNINCORPORATED SALT LAKE COUNTY Housing Improvement Loan Program

This Loan Packet includes:

- Cover sheet with helpful tips for applying
- Loan Application / Title/Credit Release
- Good Faith Estimate
- Rights and Responsibilities of Owner, Contractor & Housing Services of Utah

Please review this packet carefully and fill out and sign the Loan Application if you are interested in pursuing a 0% - 3% loan from Salt Lake County to make repairs or replace critical components in your home.

After we receive the Loan Application we will schedule a site visit to your home if it appears you qualify. We will sit down and develop a work write up of the repairs you need. The work write up will be used to obtain bids from licensed contractors. Your application will be reviewed by a loan committee and if you do not meet the program requirements you may be turned down.

To Apply:

Fill out, sign and mail:

- Loan Application / Title/Credit Release
- Rights and Responsibilities of Owner, Contractor & Housing Services of Utah

Mail copies of the following:

- Verification of income (last 3 months income) for everyone over 18
- Copy of current or year end mortgage statement
- Copy of property tax notice
- Copy of homeowner's liability and fire insurance

If you have any questions or concerns please contact Dustin Kenyon 352.0325 or Mark Smith 468.3169 We will be happy to review with you the process involved in taking out a loan and the requirements for applying.

Mail Application to: HIP
 2001 South State Street, S2100
 SLC, UT 84190



APPLICATION FOR HOME IMPROVEMENT LOAN PROGRAM

Applicant's Name _____
 Address _____
 City _____ Zip _____
 Phone # _____
 Social Security # _____
 Birthdate _____
 Disabled? _____ Sex _____ Race _____
 Employer _____
 Address (work) _____
 Work # _____
 Years employed here _____
 Annual Income _____
 Other Income _____

Co Applicant's Name _____
 Address _____
 City _____ Zip _____
 Phone # _____
 Social Security # _____
 Birthdate _____
 Disabled? _____ Sex _____ Race _____
 Employer _____
 Address (work) _____
 Work # _____
 Years employed here _____
 Annual Income _____
 Other Income _____
 Relationship to applicant _____

Please list household members over the age of 18

Name _____ Social Security _____ Birthdate _____
 Monthly Income _____ Source of Income _____
 Address (work) _____ Work # _____
 Disabled? _____ Sex _____ Race _____
 Total Household Income _____

Name _____ Social Security _____ Birthdate _____
 Monthly Income _____ Source of Income _____
 Address (work) _____ Work # _____
 Disabled? _____ Sex _____ Race _____
 Total Household Income _____

Name _____ Social Security _____ Birthdate _____
 Monthly Income _____ Source of Income _____
 Address (work) _____ Work # _____
 Disabled? _____ Sex _____ Race _____
 Total Household Income _____

(Please use reverse side for additional space)

Please list children living in home under the age of 18

Full Name _____	Age _____	Sex _____	Ethnic Origin _____
Full Name _____	Age _____	Sex _____	Ethnic Origin _____
Full Name _____	Age _____	Sex _____	Ethnic Origin _____
Full Name _____	Age _____	Sex _____	Ethnic Origin _____
Full Name _____	Age _____	Sex _____	Ethnic Origin _____
Full Name _____	Age _____	Sex _____	Ethnic Origin _____
Full Name _____	Age _____	Sex _____	Ethnic Origin _____
Full Name _____	Age _____	Sex _____	Ethnic Origin _____

Have any of your children been tested for lead paint poisoning? _____ Yes _____ No

What is the balance owing on your home? _____ How much is your monthly payment? _____
How long have you owned this property? _____ Property insurance holder _____
What is the approximate value of your home? _____ Do you have any liens on your property? _____

Do you have a large amount of credit debt? _____

List the names of persons on the title to the property and your relationship to them. _____

Do you own any real estate other than the home in which you reside? Please explain: _____

Describe any problems you may have regarding credit history (bankruptcy, collections, judgments) _____

Briefly describe the problems with your home and the repairs you would like to make _____

The information given on this application will be kept in confidence and used only for application for The County of Salt Lake Housing Improvement Program.

I/We further affirm the I/We are aware that, if such a loan is approved, I/We will work with the staff to comply with all of the policies and procedures as outlined by Salt Lake County, and that I/We will willingly secure the loan in the amount necessary with a duly executed Trust Deed and Trust Deed Note. Also, if such loan is approved, I/We will be notified by the County. After such notification, I/We will have two weeks to respond. If I/We do not respond within that time limit, re-application and re-approval will be necessary.

I/We have also read and understand the Housing Improvement Guidelines and this application and I/We agree to abide by the regulations of the County Housing Improvement Program. I/We will not hold the County legally liable for any actions of the city staff, representative or the contractor.

DISCLAIMER

The undersigned hereby acknowledges that any discussions with or any information given by a County of Salt Lake employee or its designee regarding application for the County Housing Improvement Program, prior to receipt of a formal commitment letter from the County or its designee committing a specific amount of funds to the project, is only for program information and may not be considered a binding commitment on the part of the County to provide funds or technical assistance to the project.

By signing this application the applicant is giving authorization to the County, or its designee, to obtain and verify any information including credit history, income and ownership.

The undersigned also acknowledges that any costs incurred prior to receipt of a formal commitment letter from the County or its designee committing a specific amount of funds to the project is at the risk and expense of the applicant.

Date: _____ Signature: _____

Date: _____ Signature: _____

UNINCORPORATED SALT LAKE COUNTY Home Improvement Program

Good Faith Estimate

Loan Processing Costs:

- Title Insurance, Document Prep, Recording Fees \$200.00
 - Credit Check 25.00
- Loan processing cost will be included in the rehab loan

Loan Terms:

- Maximum Housing Rehabilitation Loan: \$15,000
- Maximum Interest Rate: 3%
- Maximum Repayment Period: 10 years

Sample Payments:

- \$ 5,000 Payment: \$48.30
- \$10,000 Payment: \$98.60
- \$15,000 Payment: \$144.90

Senior Citizens (62 or over) and disabled persons may qualify for a “0” interest deferred loan, with a \$25.00 per month token payment. This payment may be waived.

Income Limits:

- Income limits for all assistance are based on a maximum of 80 percent of the median family income, as outlined below.

Family Size	1	2	3	4	5	6	7	8
Income Limit	\$34,200	39,100	44,000	48,900	52,800	56,700	60,000	64,500

Income Verification:

- All applications must attach a copy of all household member’s completed and signed Federal Income Tax forms for the latest year, and a copy of the latest three (3) months paycheck stubs or other income verification must be attached for all household members who are employed. Information provided by the application must be true to the applicant’s knowledge.
- Salt Lake County reserves the right to terminate assistance and to recover funds expended if the applicant is found to have willfully withheld accurate information or to have deliberated falsified the application.

Property Eligibility:

- Only owner-occupied units are eligible for rehabilitation loans. Each property must be inspected by Salt Lake County or its designee and pass an environmental review.
- Additions, appliances, and/or any object not directly attached and/or related to the house itself is not eligible. All improvements must be physically attached to the house and permanent nature.
- Units must be able to comply with all local codes for items being rehabilitated at the completion of rehabilitation. A County building permit may be required for certain rehabilitation projects.

***Please follow the following instructions in filling out the following application
If you have any questions please do not hesitate to call 801.352-0325***



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UNINCORPORATED SALT LAKE COUNTY

Home Improvement Loan Program

Rights and Responsibilities of Owner, Contractor & Housing Services of Utah

The Owner understands that Housing Services of Utah is not a party to the Bid Proposal submitted by the contractor(s) or the approval by the Owner of the work and amount specified and does not act as the agent for either the Owner or Contractor. The Owner, Utah Housing Services of Utah and Contractor(s) with approved Bid Proposals agree that the Rights and Responsibilities of each include the following:

Owner shall provide the following information:

- Verification of income (last 3 months income) for everyone over 18
- Copy of current or year end mortgage statement
- Copy of property tax notice
- Copy of homeowners insurance certificate
- Loan Application

Owner shall:

- Receive a copy of all rehabilitation documents signed by the Owner and Contractor(s)
- Receive written Bid Proposal from Contractor(s) prior to making a final selection of the Contractor(s) to do the work
- Choose the Contractor(s) to do the work (If the owner selects a Contractor other than the low bidder, the owner may be asked to pay any price difference between the low bidder and the selected bidder.)
- Sign the Bid Proposal(s) from the Contractor(s) accepting the bid and the Home Repair Contract before loan closes and work proceeds.
- Sign a Notice to Proceed to contractor(s) after the 3 day right of rescission ends
- Approve any extension of time to complete the work granted to the contractor
- Approve the Contractor's work before payment is made to the Contractor
- Receive a copy of warranties or guarantees furnished by the Contractor
- Cooperate with the Contractor(s) to facilitate performance of the work
- Permit the contractor(s) to use, at no cost to the contractor, existing utility services necessary to perform the work.
- Pay for Title and Credit Reports if loan is not obtained.

Contractor(s) shall:

- Prepare and submit to the Owner (along with a copy to Housing Services of Utah) a Bid Proposal for the work described in the Work Description prepared by Housing Services of Utah.
- Include in the Bid Proposal dates for accepting the bid, starting the work, and completing all work.
- Perform all work in conformance with the Uniform Building Code and all other applicable building codes or regulations
- Comply with all Federal, state and local nondiscrimination and other regulations and requirements.
- Perform all work in a professional manner
- Obtain all necessary permits and inspections required for execution of the work
- Provide the owner with clearance from any liens resulting from the work.
- Maintain comprehensive public liability insurance and worker's compensation insurance coverage.

Housing Services of Utah shall:

- Explain the loan requirements and process to the Owner
- Review the housing repairs needed with the owner, including the owner's list of problems and repairs noted from a house inspection.
- Provide a Work Description on the repair or replacement of critical components in the home.
- Obtain a Property Title Report and Credit Report in preparation for the loan consideration. Credit problems do not necessarily mean that a loan would be denied. Adequate equity in the home is the main requirement for securing the loan. We recognize that many low income homeowners might have credit problems but this should not necessarily disqualify them from obtaining a 0% - 3% loan to repair critical problems in their homes.
- Request, receive and review Bid Proposals for the work needed from licensed contractor(s)
- Act as an informal mediator, if requested, between the Owner and the Contractor in the event that problems arise during the contract.

I have read the above Rights and Responsibilities and agree to follow them.

Signed _____ Date _____
Borrower (printed) _____

Signed _____ Date _____
Co-Borrower (printed) _____