



CITY OF NILES, Michigan

3rd Street Home Repair Program Information

Application for Repairs

Application Instructions – This application is submitted to obtain a Grant through the Help for Homes with the City of Niles, Michigan, to provide support to low-to-moderate income residents of the City of Niles. The City of Niles adheres to all fair housing rules. Applicants must complete all sections of the form and submit additional documentation upon further request from the city.

Privacy Act Notice – The information requested in this form is to be used by the City of Niles to qualify homeowners for the Homeowners Assistance Program. It will not be disclosed or released outside of the City of Niles, except as required and permitted by law. You do not have to give us this information, but, if you do not provide the information necessary to make an evaluation of credit worthiness, your application may be delayed or rejected.

- Yes No 1. Are you current on your property taxes?
- Yes No 2. Are you current on your mortgage payment?
- Yes No 3. Is your property in foreclosure?

Application Instructions

Please complete all sections of this application

Property Information *Please submit information for the property you live in and want to repair.			
Address of Property to be Repaired			
City, State, Zip			
County			
Is Property Currently Vacant?	<input type="checkbox"/> Yes- If "YES" you are not eligible to apply as the property must be your primary residence <input type="checkbox"/> No		
Year Dwelling Built		State Equalized Value (Attach copy of Property Tax Statement)	\$
Please provided a detailed description of the improvements being requested			
Description of Needed Improvements. All homeowners assisted through this program will be required to have smoke detectors and carbon monoxide monitors installed and inspected prior to final sign-off. These items must be included in your description of the project, including location(s).			

Homeowner Information *Please submit information for the primary homeowner who is applying for the program.

First Name		
Middle Initial		
Last Name		
Birth Date		
Years at Current Address		
Home/Cell Phone #		
Email Address		

Household Composition

Total Number in Household (including applicants) _____

Name of Nearest Relative Not Living With You		Names and ages of children and/or others living in household:	
Address		Name	Age
City			
State			
Zip Code			
Relationship			
Phone #			

INCOME DETERMINATION

ESTIMATED GROSS MONTHLY OR YEARLY INCOME *as shown on 2023 Federal Income TAX Returns or recent paystubs

	Owner	Co-owner	Total
Wages or Salary	\$	\$	\$
Social Security	\$	\$	\$
Interest Income from Taxes	\$	\$	\$
Pension	\$	\$	\$
Rental Income	\$	\$	\$
Self-Employment	\$	\$	\$
Other Income	\$	\$	\$
TOTAL	\$	\$	\$
Describe Any Other Income for All Adult Household Members 18 Years or Older			Monthly Income
			\$
			\$
			\$

Application Process - Next Steps

1. After reviewing your application, a local inspector will visit your home to verify requested repairs. The inspection will determine if there are any eligible repairs at the property. The inspector will need full access to the interior and exterior of the home, and pictures will be taken as part of the inspection process. Priority will be given applications with immediate health and safety concerns.
2. After an inspection is completed, the City will work with residents to submit additional information including proof of identity, income, home ownership, paid property taxes, and homeowners insurance.
 - Current picture identification
 - Proof of Ownership, i.e. Warranty Deed
 - Copy of last year's household signed Federal Income Tax Returns or Copy of the last two months of pay stubs for all occupants in the household who are receiving income.
 - Applicable proof of other income, including Child Support agreements, social security benefits, disability benefits, veterans benefits, rental property income, etc.
 - Copy of last month's bank statements, including checking, savings, annuities, retirement, etc.
 - If you are unable to physically submit the application, your representative must have a Power of Attorney to act in your behalf.
3. After all application documents and documents and necessary information has been submitted, the City will process an applicant's request for final approval of repairs and the homeowner will sign a grant agreement to begin the repair process. Contractors will be solicited to perform the work. Contractors will need access to the interior and/or exterior of your home to provide pricing estimates to the city and to complete eligible repairs.

IMPORTANT! READ THIS BEFORE SIGNING

I/we certify that the above statements are true, accurate, and complete to the best of my/our knowledge and belief, and further certify, for owner occupied units only, that I/we have disclosed in this application the total income(s) of all adults who now are, or are reasonably expected to be, within 60 days of my/our receiving the grant applied for, member of the household. This application shall remain the property of the City of Niles to which it is submitted. Verification may be obtained from any source including but not limited to those named in this application.

I/we hereby consent to and authorize the City of Niles, all State and/or Locally required inspectors, after giving reasonable notice, to enter the improved property to determine that the improvements requested in this application are necessary and urgent. I/we understand that City of Niles, all State and/or Locally required inspectors, does not guarantee the quality or workmanship of the improvements.

I/we understand that it may be a federal crime punishable by fine or imprisonment, or both, to knowingly make and false statements concerning any of the above facts as applicable under the provisions of the United States Criminal code.

✓

Owner/ Applicant's Signature

Date

✓

Co-owner/ Co-applicant's Signature (if necessary)

Date