NeighborWorks® GREEN BAY

IN PARTNERSHIP WITH

CITY OF GREEN BAY TITLETOWN USA

Date Received ________________
*(For Office Use Only)*

Equal Housing Opportunity

# HOME IMPROVEMENT LOAN PROGRAM APPLICATION FORM

Applicant's Name: ____________________________________________________________

Co-Owner(s) Name(s): (Please list names of all property owners as shown on deed or land contract)

______________________________________________________________________________

Phone Number:_______________________ Name: ___________ Best time to call? ____________
Work Phone Number: __________________________ Can we call you at work? _________

Residence Address: __________________________________________________________________
*(Street Address)*

__________________________________________________________________
*(City)* *(State)* *(Zip)*

Mailing Address (if different from above):_______________________________________________

Email Address:_____________________________________________

How many units are located at this address: *(circle one)* 1 2 3 4

How long have you owned this property? ____________________________

How long have you lived at this address? ____________________________

Please show the Estimated Fair Market Value of your home as stated on your most recent property tax bill. If your property tax bill is sent to your mortgage holder, you may obtain this information by calling the City Assessor's Office at 448-3066.

Current Estimated Fair Market Value: $ _____________________________

What is your current monthly mortgage payment? ______________________

Is your property tax payment escrowed with your mortgage payment? Yes ____ No _____

What is the total amount of your annual property tax payment? ________________________

What is your annual property insurance cost? ___________________

What is your average monthly utility cost? _____________________

Is there currently other debt against this property besides your mortgage, such as a lien, 2nd mortgage, or home equity loan?

Yes ____ No _____

**Please state below ALL the mortgages against the home, and to whom it is owed:**

Example: Conventional mortgage $75,000 XYZ Bank

| Type of Loan(s): | Amount Owed: | Lender's Name(s): |
|---|---|---|
| ____________________ | ____________________ | ___________________________ |
| ____________________ | ____________________ | ___________________________ |
| ____________________ | ____________________ | ___________________________ |

Have you ever received a loan from a city or county agency to improve your property?
Yes ____ No _____

List below the incomes of all persons, 18 years of age or older, who live in your household, including yourself. Income includes, but is not necessarily limited to, income from all gross wages, salaries, commissions, net income from self-employment, net income from the operation of real property, interest and dividend income, Social Security, SSI, pensions, AFDC, alimony, child support, and other benefit income.

If you are uncertain about including something as income, please list it below, and the NeighborWorks Green Bay staff will advise you about it.

| Name: | Relationship to Applicant: | Source of Income: | Weekly Gross Amount: |
|---|---|---|---|
| ____________________ | _____________ | _____________ | _____________ |
| ____________________ | _____________ | _____________ | _____________ |
| ____________________ | _____________ | _____________ | _____________ |
| ____________________ | _____________ | _____________ | _____________ |

Number of persons in household: ________________

________________________________________ ____________________

*(Signature of Applicant)* *(Date)*

________________________________________ ____________________

*(Signature of Applicant)* *(Date)*

You are NOT required to answer the questions below. If you choose not to answer them, please check "No" below.

Yes ____ No _____

Sex of Applicant: Male _____ Female ______ Age of Applicant: __________

Marital Status of Applicant: *(circle one)* Single Married Divorced Widowed

Handicapped: Yes ____ No _____

## IMPROVEMENTS LIST

Below is a list of the most commonly made improvements under our loan programs. If you need one or more of the listed improvements, add a brief explanation on the lines provided after each item. If an improvement you wish to make is not listed here, please describe it in the last category under "Other."

1. **Weatherization** - such as insulation in walls, ceiling, attic or replacement of windows & doors:

_______________________________________________

2. **Remodeling of unit for handicap accessibility**:

_______________________________________________

3. **Repair plumbing system** - which may include bathroom fixtures or water heater:

_______________________________________________

_______________________________________________

4. **Repair heating system** - which may include a new furnace:

_______________________________________________

_______________________________________________

5. **Repair electrical system** - which may include bringing service up to 100 amps:

_______________________________________________

_______________________________________________

6. **Repair or replace roofing or siding**:

_______________________________________________

_______________________________________________

7. **Foundation and basement wall repair**:

_______________________________________________

_______________________________________________

8. **Exterior landscaping**:

_______________________________________________

9. **Other**:

_______________________________________________

_______________________________________________

_______________________________________________


**REDEVELOPMENT AUTHORITY OF THE CITY OF GREEN BAY**
100 N Jefferson Street, Room 608
Green Bay WI 54301

**AND ITS SUBGRANTEE, NEIGHBORWORKS GREEN BAY**
437 S Jackson Street
Green Bay WI 54301
Phone: 920-448-3075


## PRIVACY ACT NOTICE STATEMENT

Information is collected from applicants and participants in programs administered by the Green Bay Redevelopment Authority and its subgrantee, NeighborWorks Green Bay, under authority of Sections 501, 502, and 504 of the Housing & Urban Development Act of 1970. The law does not require that you furnish the requested information.

The information is being collected (1) to determine your eligibility for a home improvement loan and, if you are eligible, the size of the loan you will receive; and (2) for research purposes.

Agencies having access to your personal information will be limited to those conducting audits as required by law. No other agency will have access to your personal information without your written permission or as required by law. Failure to provide the requested information could result in your being unable to participate in the program.

## APPEALS PROCESS NOTICE

The Green Bay Redevelopment Authority (GBRDA) provides an appeals process as a means of reconsidering program action when an applicant feels he/she has been treated unfairly. The appeals process may be used by anyone who has undergone a local program interview with the GBRDA or its subgrantee, NeighborWorks Green Bay.

Appeals most often relate to the application of program standards. The substance of loan program standards, rules, and regulations may not be reviewed as part of this process.

If an applicant wishes to appeal an action or decision of the GBRDA Loan Committee, he/she should discuss the situation with the staff member involved (contact NeighborWorks Green Bay – info above) or with the staff member's immediate supervisor. If these discussions do not resolve the problem to the client's satisfaction, he/she may appeal the action to the GBRDA Executive Director by filing a request in writing. Upon receipt of the request, the GBRDA Executive Director will determine if the action is appealable.

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