

Date received: _____



NEWTON HOUSING REHABILITATION PROGRAM APPLICATION
For income-eligible owners of single and two-family residential structures and
Owner-occupants of condominium units

HOUSEHOLD INFORMATION:

Applicant

Co-Applicant

Name: _____

D.O.B.: _____

Address: _____

Telephone: _____

Email Address: _____

Ethnicity: Hispanic or Latino: Yes _____ No _____

Race: _____ White _____ Black or African American _____ American Indian/Alaskan Native

_____ Asian _____ Native Hawaiian or Other Pacific Islander

Number of persons currently residing in dwelling unit: _____

Number of children under age 6 residing in dwelling unit: _____

Number of persons with disabilities currently residing in dwelling unit: _____

Female head of household Yes _____ No _____

PROPERTY INFORMATION:

Name(s) on deed: _____

Number of units (only one and two-family residential structures are eligible for assistance): _____

If you have a rental unit, is the unit currently occupied? Yes _____ No _____

Current monthly rent from unit: (Provide copy of lease and evidence of deposits of rent)

\$ _____

Number of persons currently residing in rental unit: _____

Number of children under age 6 residing in rental unit: _____

PROJECT WORK

Briefly describe the work that requires Program assistance.

ANNUAL INCOME INFORMATION

<i>List gross dollar amounts</i>	<i>Applicant</i>	<i>Co-Applicant</i>
Wages, salary, tips	\$	\$
Business income (self-employed)	\$	\$
Social Security	\$	\$
Pension	\$	\$
Alimony	\$	\$
Dividends and interest	\$	\$
Non-taxable income	\$	\$
Social Security Disability Insurance	\$	\$
Other (describe)	\$	\$
Total	\$	\$

HOUSING EXPENSES	<i>Monthly</i>	<i>Quarterly</i>	<i>Annual</i>
Mortgage (balance \$)	\$		
Homeowners' Insurance			\$
Real Estate Taxes		\$	
Water/Sewer		\$	
Gas and/or Oil	\$		
Electricity	\$		
Other (describe)	\$		

ASSETS

Checking account:
Bank name: _____

Account number: _____
Balance: \$ _____

Savings account:
Bank name: _____

Account number: _____
Balance: \$ _____

Certificates of Deposit, mutual funds/stocks/bonds/401(k)/403(b) and additional accounts:
(Please attach additional sheet, if necessary)

Name of holder: _____

Account number: _____
Balance: \$ _____

Any real estate owned in addition to dwelling unit:

Location of real estate _____

Current market value: \$ _____ Mortgage balance: \$ _____



LIABILITIES

List all credit accounts and loans (credit cards, home improvements, department stores, auto, personal loan, etc.)

Creditor	Balance due	Monthly payment
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$

By signing below, Applicant(s):

- Requests the Newton Housing Office to review this application for the purpose of determining eligibility to receive funding assistance through the Newton Housing Rehabilitation Program. Applicant acknowledges that such eligibility determination may include without limitation, the acquisition of credit reports and the verification of income and deposits.
- Declares that they have read and understand the Program Guidelines and Code of Conduct Policy and agree to abide by all program requirements
- Authorizes the Newton Housing Office to use before and after photographs and/or videos of the repaired/restored property for promotional or informational purposes.
- Acknowledges and agrees that Applicant's statements are true, correct, and complete to the best of their knowledge.

Applicant

Date

Co-Applicant

Date



NEWTON HOUSING REHABILITATION PROGRAM

For Program Participants

Summary

The principal purpose of the City of Newton's Housing Rehabilitation Program is to increase the supply of decent, safe and sanitary affordable housing. Using federally funded assistance, the Program is able to improve the health and safety conditions of the homes of income eligible households.

In order to effectively administer the Housing Rehabilitation Program the City of Newton Planning and Development Department has implemented this CODE OF CONDUCT to ensure that the program expectations are clearly communicated to the applicant.

The Applicant(s) shall work cooperatively with staff members, contractors and other vendors in completing any tasks required by the program. The Planning and Development Department may at any time **deny assistance to or terminate any contract with** an applicant if any member of the household fails to adhere to the rules outlined in this Policy.

Rules

1. Treat City staff and contractors with courtesy and professionalism. Dishonest, disrespectful, threatening, harassing or disparaging behavior will not be tolerated. Such prohibited behavior includes but is not limited to the statements that endorse or promote discriminatory stereotypes, making false accusations and any type of physical or threat of violence.
2. Respect City staff's time by keeping scheduled appointments and provide at least eight hours advance notice prior to a cancellation. City staff may not always be available on a drop in basis, and an appointment may be necessary.
3. Respect the contractor's time by making property available and keeping scheduled appointments. Cooperate with contractor/inspector and make the property available to contractor/inspector during reasonable hours in conformance of the Owner – Contractor contract, Program Guidelines, Code of Conduct, applicable Federal Program regulations and any other Program Documents. Provide at least twenty-four hours advanced notice prior to a cancellation.
4. Communicate problems and concerns to City staff and contractors in a respectful manner.
5. Submit all requested documentation in a timely manner and/or within the date requested.
6. Prepare residence for the construction process.
 - Excessive personal belongings must be removed by the homeowner prior to the contractors' walkthrough to avoid delaying the bid process.



- Take all reasonable and necessary precautions to protect your possessions and those of the contractors.
 - Property may be unsafe for pets during the construction process. Take all necessary precautions to protect and secure your pets.
7. Abide by the City of Newton procurement policies and municipal bidding procedures.
 8. Applicants should be aware that the Newton Housing Rehabilitation Program is required to adhere to all relevant state, federal and local statutes, regulations and policies concerning the procurement and bidding of public contracts. As such, all contracts to be performed in connection with this application will be awarded to the lowest responsible bidder, without exception. Once the scope of work for any Rehabilitation Program project is finalized, no changes will be made unless there are emergency circumstances. No changes may be made unless agreed upon in writing by the applicant, the contractor, and the Newton Community Development Authority.

Violations and Enforcement

The Planning and Development Department may at any time **deny assistance to or terminate any contract with** an applicant for any violation of the rules stated in the Code of Conduct or any of the policies and procedures under this program.

Violations of this Code of Conduct, any state, federal and local law, policies of the Newton Housing Rehabilitation Program, and any breach of contract under this program are considered serious and will be addressed as follows:

1. For a first violation, the homeowner will be notified of the violation and will be issued a written warning. The homeowner will be given an opportunity to cure the violation within a reasonable amount of time.
2. For any subsequent violation, the Planning and Development Department may terminate the homeowner's participation in the program.

