

CITY OF WOODBURY
THE NEIGHBORHOOD HOUSING REHABILITATION
LOAN PROGRAM

The purpose of this loan program is to rehabilitate substandard homes occupied by low and moderate income households. A substandard home is defined as one with health and safety code violations that require repair or replacement of a roof, electrical, plumbing, sanitary plumbing, heating, or load bearing structural system(s). Loans can be up to \$25,000.00. All code deficiencies in the home must be corrected with these funds.

A ten (10) year Mortgage will be placed on your home for the amount of the loan. The loan must be repaid in full, with no interest, if you move during the first five (5) years of the Mortgage. If you move during years six (6) through ten (10), a pro-rated amount must be repaid. If you live in your home for the full ten (10) years, the loan will be forgiven.

The loans are available to income eligible homeowners whose total, annual gross household income falls at, or below, the following limits, based on total occupants in the home:

<u>HOUSEHOLD SIZE</u>	<u>TOTAL GROSS ANNUAL INCOME</u>
1	\$43,568
2	\$49,792
3	\$56,016
4	\$62,240
5	\$67,219
6	\$72,198
7	\$77,178
8	\$82,157

Enclosed is an application for this rehabilitation program. If you would like to be considered for this program, fill out the enclosed application, and using the checklist attached, supply verification on items that are applicable to your income and household. You will be notified if you meet the income eligibility requirements.

Applicants are processed on a first come, first served basis. Applications that cannot be processed immediately will be placed on a waiting list for future funding. Placement of eligible applicants on a waiting list does not constitute a guarantee that housing rehabilitation work shall be initiated prior to the grant expiration date. NHRP funds are subject to availability.

Please feel free to contact the Program Coordinator, Virginia Horn, at 856-845-1300 ext. 123, if you have any questions.

CITY OF WOODBURY
THE NEIGHBORHOOD HOUSING REHABILITATION PROGRAM

Applicant Income Verification Checklist

The New Jersey Department of Community Affairs requires all property owners applying for a forgivable loan through the Neighborhood Housing Rehabilitation Program to furnish the following information. All information will be kept strictly confidential and will be used solely for the purpose of qualifying you for the program.

1. The social security number of all property owners.
2. Verification of all household income, which includes, where applicable:
 - a) four (4) pay stubs dated consecutively for all wage earners over age 18, including your final pay stub for 2008
 - b) verification of Social Security/SSI payments, pension, annuities, IRA or other retirement account payments, disability, child support, alimony, unemployment, etc., for the current year.
 - c) for a household member over the age of 18 without any income, a notarized statement that they have no source of income.
 - d) gross rental income derived from any rental property that you own.
3. Income earned by household members over the age of 18, who are enrolled as full time students, is excluded. For these individuals, verification of full time student status is required.
4. A copy of the deed to your home.
5. Statements from the city verifying that property taxes, water and sewer payments are current. You can obtain this information by calling Lorraine Roberts, Tax Collector, at 845-1300, ext 119.
6. A copy of your 2008 Federal Income Tax Return, including W2s and Schedules, for all wage earners over 18. If you did not file a Federal Tax Return, please provide a notarized statement that you did not file a Federal Tax Return.
7. A copy of your homeowner's insurance.

Return your application, along with the requested verification to:

Virginia Horn
33 Delaware Street
Woodbury NJ 08096

If you have any questions, or if you would like to meet with me, call me at 856-845-1300, ext. 123. You may also reach me at vhorn@woodbury.nj.us.

**CITY OF WOODBURY
THE NEIGHBORHOOD HOUSING REHABILITATION PROGRAM
APPLICATION**

Date _____

Applicant(s) _____

Social Security Number(s) _____

Address

Phone _____

Household Members

List each person living in your home, including yourself. Identify those who are full time students.

Name	Relationship to Head of Household	Age	Sex	Occupation
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				

Household Income

List all income for all household members over the age of eighteen (18), including your income.

Name	Source of Income	Annual Amount
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Certification

I (we) hereby certify the following:

1. I (we) am (are) the owner occupant(s) of the property for which rehabilitation is being sought.
2. I (we) give my (our) permission for the City to verify the information concerning my (our) household income and sources of income.
3. I (we) have provided true and complete information regarding household members and household income.

Applicant Signature

Date

Applicant Signature

Date

Warning: Section 1001 of Title 38 of the United States Code makes it a criminal offense to make willful false statements or misrepresentations to any Department or Agency of the United States as to any matter within its jurisdiction.

CITY OF WOODBURY
THE NEIGHBORHOOD HOUSING REHABILITATION PROGRAM
REHABILITATION PRIORITY LIST

Please list the problems in your home that you would consider rehabilitation priorities.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____
