

The  
Neighbor  
Project™



# Safety-First Home Repair 2019

The Neighbor Project  
32 South Broadway  
Aurora, Illinois 60505  
(630) 906-9400



*The Neighbor Project is a HUD-approved housing counseling agency.*

## SAFETY-FIRST GUIDELINES AND APPLICATION

### Assistance Available

The City of Aurora, in partnership with The Neighbor Project, is pleased to offer funding for eligible homeowners for necessary, qualifying home repairs. Eligible City of Aurora homeowners may receive funding in the amount of up to \$4,999.00 in the form of a three (3) year forgivable loan, and for certain activities, additional funding of up to \$5,000.00 in the form of a deferred loan, shall be made by the Corporation to the Owners pursuant to the requirements of the Program to fund improvements/repairs of emergency or life and safety hazards on the Property.

Although The Neighbor Project administers this program, the program is funded by the City of Aurora. Homeowners who participate in the Program are required to sign an agreement with the City of Aurora. In order to receive funds, all improvements must be completed, verified by a follow-up inspection by The Neighbor Project and validated with detailed receipts, within six (6) months of the program agreement execution date.

Funding is available in the amounts of up to \$4,999.00 in the form of a three (3) year forgivable loan, and for certain activities, additional funding up to \$5,000.00 in the form of a deferred loan, which shall be made by the Corporation to the Owners pursuant to the requirements of the Program to fund improvements of emergency or life and safety hazards on the Property. To participate in the program, the homeowner will agree to the following:

1. A forgivable lien (second trust deed) for the cost of the repair to be attached to his/her property up to \$4,999.00, and deed restrictions for homeownership and property shall be forgiven after THREE (3) years from the date of the project completion.
2. A lien (third trust deed) for the cost of the repair to be attached to his/her property in excess of \$4,999.00, and deed restrictions for homeownership and property deferred until such time as the homeowner no longer owns or occupies the property or refinances and takes cash out will be due and payable.
3. If all Program conditions are met for each lien, the liens will be released and all covenants will re convey upon property transfer.
4. If the property owner does not elect to live in the home as an owner occupant or sells the home following project completion within the first THREE (3) years after project completion, 100% of the forgivable loan will be immediately due and payable to the City of Aurora.
5. If the property owner does not elect to live in the home as an owner occupant or sells the home following project completion, 100% of the deferred loan will be immediately due and payable to the City of Aurora.

**\*\*Provided that all Program conditions are met, a participating homeowner may also re-pay the loan early and without penalty.**

**ELIGIBLE SAFETY-RELATED REPAIRS ARE LIMITED TO:**

***Category A - Eligible activities that may not exceed \$4,999.00***

- Furnace Repair or Replacement
- Electrical Upgrades
- Plumbing Improvements
- Porch Repair or Replacement
- Gutters/Downspouts/Facia Repair or Replacement
- Septic Motor Repair or Replacement
- Well Motor Repair or Replacement
- Exterior Door Repair or Replacement
- Radon Remediation
- Driveway improvements, as long as additional, eligible improvements to household are also completed
- Other improvements to be considered on a case by case basis and must be approved by the Aurora Community Development Division

***Category B - Eligible activities that may not exceed \$10,000.00***

- Boiler Repair or Replacement
- Lead Paint Remediation
- Lead Pipe Replacement
- Mold Remediation
- Asbestos Remediation
- Replacement of Sewer Lines
- Roof Repair and Replacement
- Other improvements to be considered on a case by case basis and must be approved by the Aurora Community Development Division

**Applicant Eligibility**

- \* Applicants must complete a detailed application to provide information and verify income and property ownership.
- \* Applicants must allow an inspection of the entire property both before AND after work is done.
- \* Property must be located within the City of Aurora city limits.
- \* Property must be a single-family residence and owner occupied.
- \* The structure must comply with the property zoning standards for the parcel of land, and cannot be located within a floodplain zone.
- \* The structure must have a clear title. Clear title is defined for the Program to clearly state the property owner. Examples of unclear title which may be a reason for denial, include but are not limited to the following: excessive liens, ownership that is subject to change due to a tax sale, contract purchases, etc.
- \* Applicants household income must be at a less than 80% of median income (see HUD guidelines below).

**Household 2019 Income Limits per HUD Guidelines (June 1, 2019)**

<b>Family Size</b>	1	2	3	4	5	6	7	8
<b>Income Limit</b>	\$49,950	\$57,050	\$64,200	\$71,300	\$77,050	\$82,750	\$88,450	\$94,150

Failure of Applicant to abide by these criteria and qualifications is grounds for termination of eligibility and The Neighbor Project may request that any financial assistance already provided be immediately repaid in full, with interest.

*Please note:* If you have received assistance from The Neighbor Project f/k/a Joseph Corporation or the City of Aurora Division of Community Development (either as down payment assistance or home repair assistance), or Rebuilding Together Aurora for housing repairs within the last three (3) years or thirty-six (36) months you are not eligible for the Safety-First program. The thirty-six (36) month period is counted from the date of the payment for the repairs. Once you have exceeded the three (3) years or thirty-six (36) months you may re-apply for assistance.

**Application Checklist:**

In addition to this completed application, please submit *unstapled, single-sided copies* of additional documentation listed below. All paperwork can be delivered to the office address Monday – Friday from 9:00 am to 5:00 pm. Those copies will become part of your case file and cannot be returned to you.

- \_\_\_\_\_ Completed Safety First application (with signatures)
- \_\_\_\_\_ Proof of ownership by one of the following sources: title, deed, warranty deed, quit claim deed (documentation must be court stamped copy)
- \_\_\_\_\_ Homeowners insurance declaration page (can be obtained from your homeowners insurance agent)
- \_\_\_\_\_ The most current mortgage statement, *which must show that you are current with your mortgage payments*
- \_\_\_\_\_ Current gas or electric bill with the name of the owner / applicant
- \_\_\_\_\_ Proof of income for all household members 18 or older. The following information is required:
  - \_\_\_\_\_ Copy of W-2 forms for the most recent year (2018) for **ALL** household members who file
  - \_\_\_\_\_ Copy of tax returns for the most recent year (2018.) If you do not have a copy or do not file, please request a transcripts directly from the IRS for submittal with your application. **IRS Form 4506-T** - official IRS documentation is **required**, please be sure to send your IRS Form 4506-T to the proper address on the back of the page OR you can fax the document to the IRS). The Neighbor Project does have the 4506-T form.
  - \_\_\_\_\_ Copy of income documents from all income sources. This includes copies of current award letters from income sources such as:
    - Social Security award letter for current year (2019) for each individual receiving benefits
    - Public Aid letter stating how much each person receives
    - Retirement / Pension award letter stating how much each person receives
    - Unemployment UI Finding Letter with a copy of the payment history
    - File stamped child support order
    - Rental income (we will need a copy of the rental agreement and three (3) months of rental receipts.)
- \_\_\_\_\_ Two (2) months of employment documentation (current pay stubs) for all employed members of your household

Please describe necessary home repairs:

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Please complete the following information for the **primary** applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Social Sec. No: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Email: \_\_\_\_\_

**Highest Level of Education** (please circle):

GED HS AA/AS BS/BA MA/MS Other: \_\_\_\_\_

**Ethnicity** (please circle): Hispanic Not Hispanic

**Gender** (please circle): Female Male Other/Non-conforming

**Race** (please circle all that apply):

- Black or African American
- American Indian / Alaskan Native
- Asian
- Caucasian
- Native Hawaiian or Pacific Islander

**Marital Status** (please circle):

Married Single Divorced Separated Widowed

**Are you disabled?** (please circle): Yes No **Are you a veteran?** (please circle): Yes No

**Are you comfortable communicating in English?** (please circle): Yes No

**How old is the head of the household?** \_\_\_\_\_

**Please check all the apply:**

\_\_\_\_\_ Female-headed single parent household \_\_\_\_\_ Male-headed single parent household  
\_\_\_\_\_ Single adult \_\_\_\_\_ Two or more unrelated adults  
\_\_\_\_\_ Married with children \_\_\_\_\_ Married without children  
\_\_\_\_\_ Other

Family household size: \_\_\_\_\_ How many dependents under the age of 18? \_\_\_\_\_

**Applicant Employment Information**

*Primary or Current Employer:*

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Hired: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Position or Title: \_\_\_\_\_  
Part-time or Full-time? \_\_\_\_\_  
Gross income (before taxes): \_\_\_\_\_  
Per (year/month/week/hour, etc): \_\_\_\_\_

*Secondary or Previous Employer:*

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Hired: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Position or Title: \_\_\_\_\_  
Part-time or Full-time? \_\_\_\_\_  
Gross income (before taxes): \_\_\_\_\_  
Per (year/month/week/hour, etc): \_\_\_\_\_

Please complete the following information for the **secondary** applicant:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Social Sec. No: \_\_\_\_-\_\_\_\_-\_\_\_\_  
Email: \_\_\_\_\_

**Highest Level of Education** (please circle):

GED HS AA/AS BS/BA MA/MS Other: \_\_\_\_\_

**Ethnicity** (please circle): Hispanic Not Hispanic

**Gender** (please circle): Female Male Other/Non-conforming

**Race** (please circle all that apply):

- Black or African American
- American Indian / Alaskan Native
- Asian
- Caucasian
- Native Hawaiian or Pacific Islander

**Marital Status** (please circle):

Married Single Divorced Separated Widowed

**Are you disabled?** (please circle): Yes No      **Are you a veteran?** (please circle): Yes No

**Are you comfortable communicating in English?** (please circle): Yes No

**How old is the head of the household?** \_\_\_\_\_

**Please check all the apply:**

\_\_\_\_\_ Female-headed single parent household      \_\_\_\_\_ Male-headed single parent household  
\_\_\_\_\_ Single adult      \_\_\_\_\_ Two or more unrelated adults  
\_\_\_\_\_ Married with children      \_\_\_\_\_ Married without children  
\_\_\_\_\_ Other

Family household size: \_\_\_\_\_      How many dependents under the age of 18? \_\_\_\_\_

**Applicant Employment Information**

*Primary or Current Employer:*

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Hired: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Position or Title: \_\_\_\_\_  
Part-time or Full-time? \_\_\_\_\_  
Gross income (before taxes): \_\_\_\_\_  
Per (year/month/week/hour, etc): \_\_\_\_\_

*Secondary or Previous Employer:*

Employer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Hired: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Position or Title: \_\_\_\_\_  
Part-time or Full-time? \_\_\_\_\_  
Gross income (before taxes): \_\_\_\_\_  
Per (year/month/week/hour, etc): \_\_\_\_\_



## REQUEST FOR USE OF SOCIAL SECURITY NUMBER

### WHY DO WE COLLECT YOUR SOCIAL SECURITY NUMBER?

The Illinois Identity Protection Act, 5 ILCS 179/1 *et seq.*, required local governments to implement an Identity Protection Policy that includes a statement of the purpose for requesting and using an individual's Social Security Number (SSN).

### WHAT IS THE PURPOSE OF THIS REQUEST FOR YOUR SOCIAL SECURITY NUMBER

You are being asked for your SSN for one or more of the following reasons:  
(identify specific purpose(s) appropriate for THE NEIGHBOR PROJECT)

<u>N/A</u>	Court order or subpoena;
<u>N/A</u>	Law enforcement investigation;
<u>N/A</u>	Debt collection;
<u>N/A</u>	Internal verification;
<u>YES</u>	Administrative purposes; and/or
<u>YES</u>	OTHER: <u>Safety-First Program</u>

### WHAT DO WE DO WITH YOUR SOCIAL SECURITY NUMBER?

We will only use your SSN for the purposes for which it was collected. We will NOT:

- \* Sell, lease, trade, or rent your SSN to a third party for any purpose;
- \* Publicly post or publicly display your SSN;
- \* Print your SSN on any card required for you to access our services;
- \* Require you to transmit your SSN over the internet, unless the connection is secure or your SSN is encrypted; or
- \* Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

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Printed Applicant Name

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Date

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Applicant Signature

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Printed Co-Applicant Name

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Date

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Co-Applicant Signature