



CITY OF WALNUT

Housing Rehabilitation Program

21201 La Puente Road • Walnut, California 91789 • (909) 595-7543 • Fax (909) 595-8443

General Qualifications and Conditions for Grant and Loan Eligibility

1. The intent of the Housing Rehabilitation Program is to provide grants and loans to eligible owner-occupants of single family detached dwellings for the preservation of decent, safe and sanitary housing; to correct hazardous conditions; to make improvements considered necessary to eliminate blight and improve handicapped access; and to correct building and health code violations through the awarding of grants and loans. All properties to be repaired must be a single family residential property and located within the City limits of the City of Walnut.
2. Program Funds are derived from the City of Walnut's Federal Community Development Block Grant (CDBG). Home Improvement grants are to a maximum of \$12,500 per household. The maximum grant level may be increased to \$15,000 when coupled with a loan (minimum loan is \$5,000). Deferred loans are to a maximum of \$30,000 per household. Loan terms are as follows: Loan payments will be deferred until the property is sold, transferred or refinanced with an interest rate of zero percent (0%).
3. In order to participate, gross family income may not exceed those listed in Table "A". Gross family income includes all income from all family members living in the household to be repaired.
4. All loans are secured by a Promissory Note and a Deed of Trust.
5. The City will contract only with B-1 licensed contractors who maintain a current license in good standing with the Contractors State License Board, and who also maintain the required liability and workmen's compensation insurance coverage.
6. Rehabilitation work must not commence until all permits are issued and a Proceed Order is issued by the City of Walnut.
7. Do not advance any personal funds to the Contractor. Do not incur any expenses on your own. The City of Walnut will not be responsible for funds advanced. Do not enter into side agreements with the contractor.
8. All funds disbursed are payable to both the owner(s) and contractor for repair work performed.
9. Grant and loan proceeds may only be used for the costs of services and materials necessary to carry out City approved repair work. Equity loans are not allowed.
10. Previously contracted or commenced work or materials purchased are not eligible for reimbursement or for continuation of work underway.
11. Eligible repairs may only include work to be performed on the main residential unit and garage on the property. Eligible items include but are not limited to the following:
 - Correction of code violations;
 - Removal of barriers to the disabled;
 - Install new deadbolt locks;
 - Repair/Replace doors/windows/screens;
 - Repair/Replace electrical system;
 - Cost effective energy conservation measures;
 - Repair/Replace garage doors;
 - Trimming/Removal of Overgrown/Dead Vegetation (when causing structural damage)
 - Exterior painting;

- Termite/Pest Control;
- Repair Plaster, Siding and Stucco;
- Repair/Replacement of plumbing/sewer pipes/fixtures;
- Property clean-up (only to remove hazardous conditions)
- Repair/Replace Roofing;
- Installation of Smoke Detectors
- Installation of Ground-Fault Circuit Interrupters
- Repair/Replace HVAC systems;

- Structural Repairs/Modifications (only to correct existing structural code deficiencies or to provide accessibility to disabled persons).
- Testing and treatment/removal of lead-based paint/asbestos hazards;
- Any items determined eligible by screening committee; and
- The elimination of specific conditions detrimental to public health and safety, which have been identified by Program Inspector.

12. Applicants must be able to provide proof of ownership of the property to be repaired.
13. Applicants shall be eligible for only one (1) loan per two (2) year period, and subject to additional conditions), and one (1) grant. In order to give as many persons the opportunity to participate in the Housing Rehabilitation Program as possible, any applicant(s) who have previously participated in the program are not permitted to participate for a 2 year period, unless no other applicants are awaiting assistance under the program. After this period applicants will be eligible for the grant and a second loan.
14. Applicants will permit City of Walnut staff or its agents to conduct necessary property and repair work inspections.
15. The City of Walnut reserves the right to deny requests in specific instances where the repairs to be completed and/or the application does not conform to these or other program requirements.
16. The City of Walnut determines the eligibility of the applicant to the program.

I/WE have read and understand the foregoing general qualifications and conditions for program eligibility. I/WE further understand that any misstatements, omissions, misrepresentations, deletions, falsifications, or other actions which result in MY/OUR not conforming to the requirements listed above or in other contract documentation will subject MY/OUR application to immediate cancellation and cause any disbursed funds to become immediately due and payable and may cause further legal action if warranted.

Date _____

Owner Signature

Spouse/Co-applicant Signature

ITEMS NEEDED TO DETERMINE ELIGIBILITY

To evaluate your application our office requires submission of the following

- ☒ **General Conditions:** Please sign and submit the enclosed program General Conditions form.
- ☒ **Program Application:** Please complete in its entirety, sign and submit the enclosed program application form.
- ☒ **Photo Identification:** Please submit a copy of valid photo identification (Driver's License or Passport, etc.) for all property owners.
- ☒ **Confirmation of Receipt:** Please sign and submit the Confirmation of Receipt-LBP form.
- ☒ **Grant Deed:** Please submit a copy of your Grant Deed.
- ☒ **Property Tax Bill:** Please submit a copy of your most recent Property Tax Bill.
- ☒ **Utility Bills:** Please submit copies of your most a recent utility bills (water, trash gas and electric).
- ☒ **Property Insurance:** Please submit a copy of your most recent Property Insurance Declaration.
- ☒ **Federal Income Tax Returns:** Please submit a copy of your **most recent** Federal Income Tax returns inclusive of all schedules and attachments for **all working adults in the household**.
- ☒ **Asset Documentation:** Please submit **three** (months) most recent current and consecutive statements for all bank accounts, investment accounts, or other asset holdings. This is to include any checking, savings, 401k, IRA and other investment accounts for **all working adults in the household**. Please submit all pages.
- ☒ **Income Documentation:** For all working adults in the household, a current copy of all of the following that applies to his or her particular situation: (a) three months current & consecutive paycheck stubs; (b) annual Social Security Benefit Statement; (c) child support or alimony payments; (d) pensions or annuities statements; (e) GI or unemployment benefits.

DO NOT SEND ORIGINALS – *please provide photocopies.*