

CITY OF AVOCA HOUSING PROGRAMS APPLICATION

Applicant Information

Date of Application	
Name of Applicant	
Indicate If Applicant is a Developer, Property Owner, or Purchaser	
Current Address	
Current City, State, Zip	
Phone Number	
Email Address	

PROGRAM APPLYING FOR (PLACE AN 'X' IN APPROPRIATE BOX):

New Construction Program	<input type="checkbox"/>	Existing Unit Purchase Program	<input type="checkbox"/>
Owner Occupied Rehabilitation Program	<input type="checkbox"/>	Dilapidated Building Program	<input type="checkbox"/>

Address or Parcel # Subject to Request	
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Project Description for Rehabilitation:

Project Cost:

Type	Amount
New Construction (appraised value)	
Purchase Price for Existing Unit	
Rehabilitation of Existing Unit	
Demolition of Dilapidated Structure	
Total	

*Please attach any plans, drawings, building permits, zoning permits, or related items.

Lender Information (IF APPLICABLE)

Lender Information

Name of Lender:	
Name of Loan Officer:	
Contact Information (phone/email):	

Note: Your incentive payment may result in federal income tax consequences. You should consult your own tax advisor. All or a portion of your incentive payment may constitute taxable income regardless of whether you receive a Form 1099-MISC from the City. If the amount of your incentive payment is \$600 or more, you may receive Internal Revenue Service Form 1099-MISC from the City.

I (we), the undersigned, certify that I (we) have read and understand the entire Applicant Statement and that the information in this application is true and correct. I (we) also acknowledge that I have read and understand all aspects of this program's guidelines as outlined in the information guide. The City of Avoca may discontinue these incentive Programs at anytime before or after submission of the application.

Applicant Name (printed or typed)

Applicant Name (printed or typed)

Applicant Signature Date

Applicant Signature Date

Submit your completed original application to:

**City of Avoca
Attn: City Clerk
201 N Elm Street
Avoca, Iowa 51521**

Questions or help with this application can be addressed by calling 712-343-2424

PROGRAM GUIDELINES

Housing Programs

The following Housing Programs are offered by the City of Avoca:

1. New Construction Program
2. Existing Owner-Occupied Unit Purchase Program
3. Owner Occupied Rehabilitation Program
4. Dilapidated Building Program

Equal Opportunity and Affirmative Action

1. **Non-discrimination by City.** The City shall not deny assistance under the Housing Programs for any reason based upon race, color, creed, religion, national origin, sex, sexual orientation, marital status, age, familial status, or disability.
2. **Non-discrimination by Other Parties.** All landlords, developers, contractors, and subcontractors must agree not to discriminate in any manner against an employee or applicants because of race, color, creed, religion, sex, marital status, age, familial status, or disability.

Administration

1. **Program review committee.** The Urban Renewal Agency will serve as the program review committee and will take final action on all applications.
2. **Conflict of Interest.** All city officials and employees shall comply with the applicable conflict of interest regulations set forth in the Code of Iowa and any local ordinances or resolutions.
3. **Staff responsibility.** City staff shall have the general responsibility for coordinating the application process on behalf of the City.
4. **Application process.** Every application completed under any of the Housing Programs will be evaluated according to the following process:
 - a. Staff is required to have a conference with any potential applicant seeking information about any housing program. This is encouraged to help ensure the application process proceeds smoothly.
 - b. All applicants must file a standard application form and a copy of the fully executed purchase agreement. Application forms may be obtained from the City Hall or the City website

- c. Upon determining the application is sufficient, staff will notify the applicant of such and inform the applicant that the application will be considered by the Urban Renewal Agency at its next meeting. Staff will inform the applicant of the date and time of the meeting. All documents are to be submitted the Wednesday before the meeting.
- d. The Urban Renewal Agency will consider each application at the appropriate meeting. The applicant is encouraged to attend the meeting. The Urban Renewal Agency may approve, disapprove, or defer action on any application. The Urban Renewal Agency shall provide each applicant with a determination on their application no more than thirty (30) days after the meeting with a minimum of seven (7) days to which an applicant can close after being approved.
- e. Staff will provide each applicant with a written notification regarding the Urban Renewal Agency's determination. If the application is approved, staff will issue a conditional commitment of program benefits on behalf of the City to the applicant. The conditional commitment will require the fulfillment of all applicable program requirements prior to the release of City funds to support a project. Which consists of the applicant coming to city hall the day of or day before closing and signing the Promissory Note and Forgivable Mortgage paperwork and picking up the incentive check to take to along with the forgivable mortgage to have filed.
- f. No applications will be accepted or approved if any aspect of construction has already begun at time the Urban Renewal Agency considers the application.

INDIVIDUAL PROGRAM GUIDELINES ARE LISTED ON THE REMAINING PAGES

New Construction Program Guidelines and Requirements

- 1. Purpose.** The purpose of the “New Construction Program” is to ensure the vitality and growth of the community by offering incentives for the construction of new owner-occupied and rental housing units.
- 2. Benefits.** Qualified applicants are eligible for the following benefits:

Applicants will be eligible for the full benefit of a five-year forgivable loan in an amount equal to the following for the listed appraised value:

- 1.) \$10,000 – up to \$275,000.
- 2.) \$9,500 - \$275,001 to \$300,000.
- 3.) \$6,000 - \$300,001 to 350,000.
- 4.) \$3,000 - \$350,001 to \$400,000.
- 5.) \$0 - over \$400,000.
- 6.) \$5,000 - duplex (per unit).

The five-year forgivable loan will be secured against the property as a mortgage, which will be executed by the applicant as a condition to releasing funds. The funds will be eligible for release upon the issuance of a Certificate of Zoning Compliance/Occupancy by the City.

Membership to the municipal golf course and aquatic center for one season. If the forgivable loan portion of the incentive is completed by Memorial Day, the membership portion of the incentive will begin in the current year. If the forgivable loan portion of the incentive is completed after Memorial Day, the beneficiary may defer the membership portion of the incentive until the following year.

3. Other Guidelines and Requirements

- a.** Each applicant must demonstrate ownership or an option to purchase the property subject to the program application.
- b.** Each applicant must demonstrate proof of property insurance covering the property subject to the program application (New Construction).
- c.** Each property subject to the program must be in compliance with all applicable City of Avoca ordinances and plans.
- d.** Each applicant must include a project budget as part of its application (New Construction).
- e.** The applicant must provide a certified appraisal to be considered.
- f.** The City will execute a release of the mortgage when the terms of the loan have been completely satisfied.

- g.** Satisfaction of the forgivable loan for households purchasing a property shall be made based upon the period for which the property is occupied as the primary dwelling of the household - Five (5) years.

Existing Unit Purchase Program

- 1. Purpose.** The purpose of the “Existing Unit Program” is to encourage prospective buyers to purchase existing homes in Avoca.
- 2. Benefits.** Qualified applicants will be eligible for a five-year forgivable loan of \$5,000 when purchasing an existing home in Avoca. The five-year forgivable loan will be secured against the property as a mortgage, which will be executed by the applicant as a condition to releasing funds.
- 3. Other Guidelines and Requirements**
 - a.** Each applicant must demonstrate ownership or an option to purchase the property subject to the program application. Contract sales are not eligible.
 - b.** Each property subject to the program must be in compliance with all applicable City of Avoca ordinances and plans.
 - c.** The City will execute a release of the mortgage when the terms of the loan have been completely satisfied.
 - d.** Satisfaction of the forgivable loan for households purchasing a property shall be made based upon the period of time for which the property is occupied as the primary dwelling of the household.

Housing Rehabilitation Loans

- 1. Purpose.** The purpose of the “Housing Rehabilitation Loan Program” is to help maintain the community’s housing stock by providing incentives to rehabilitate existing properties in accordance with universal design standards, city building codes, or energy efficiency standards.

- 2. Benefits.** Qualified applicants are eligible for the following benefits:
 - a.** Owner-occupied units will be eligible for a no-interest rehabilitation loan of up to \$5,000, with a maximum term of ten (10) years. Loan limits will be based upon the total project amount, with the loan requiring a twenty percent (20%) match from the applicant. Matching funds are calculated according to cash spent on materials and services; in-kind materials and services will not be recognized. The project must rehabilitate the subject property in accordance with universal design standards, city building codes, or energy efficiency standards.

- 3. Other Guidelines and Requirements**
 - a.** Each applicant must demonstrate ownership or an option to purchase the property subject to the program application.
 - b.** Each applicant must demonstrate proof of property insurance covering the property subject to the program application.
 - c.** Each property subject to the program must be in compliance with all applicable City of Avoca ordinances and plans. As part of the eligibility determination process, the city will inspect the property or building designated for improvements for compliance with the city administrative ordinances and zoning codes.
 - d.** Each applicant must include a project budget as part of its application.
 - e.** The applicant must execute a form indicating consent to the placement of a City lien upon the subject property, to be collected in the same manner as taxes and under the same terms as the program benefit.
 - f.** The City will execute a release of the lien when the terms of the loan have been completely satisfied.
 - g.** This program may be combined with the Existing Unit Purchase program.

Dilapidated Buildings Abatement Assistance

- 1. Purpose.** The purpose of the “Dilapidated Building Program” is to abate dilapidated structures and to mitigate the effect of dilapidated buildings on the community.
- 2. Activities.** In order to accomplish the purpose of the Dilapidated Building Program, the City will undertake the following activities.
 - a.** Upon application from a property owner, the City may assist with the demolition of any dilapidated residential structure located in Avoca. Commercial, industrial, or civic structures may be eligible for demolition assistance under appropriate conditions. Assistance with demolition may include the Fire Department performing a controlled training burn on the applicant’s property subject to demolition. Terms and conditions are variable and related to the cities benefit of the demolition.
 - b.** The City may make grants to nonprofit organizations for the purpose of acquiring and demolishing a dilapidated structure.
 - c.** The City may make grants to nonprofit organizations for the purpose of acquisition and rehabilitation of dilapidated structures.
- 5. Other Guidelines and Requirements**
 - a.** Each applicant must demonstrate ownership or an option to purchase the property subject to the program application.
 - b.** Each applicant must demonstrate proof of property insurance covering the property subject to the program application.
 - c.** As part of the eligibility determination process, the city will inspect the property or building to determine if the property is suitable for rehabilitation or demolition.