

# Landlord Application for Housing Repair

City of Hutchinson CDBG Housing Project, Administered by SCKEDD

## Attachment D

Step

1.



Questions? Call (620) 694-2677 and ask for help with the Hutchinson CDBG Application.

### Property Owner Information:

Full Name: \_\_\_\_\_  
*Last First M.I.*

Rental Address: \_\_\_\_\_  
*Street Address Apt #, Unit, Suite*

\_\_\_\_\_ *City State Zip*

Mailing Address: \_\_\_\_\_  
*Street Address Apt #, Unit, Suite*

\_\_\_\_\_ *City State Zip*

Home Phone: ( ) - \_\_\_\_\_ Alternate Phone: ( ) - \_\_\_\_\_

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Step

2.

### Landlord Family Income Information (optional):

Please tell us which members of your family work, how much they make, and for whom they work. This section is optional but failure to complete this section indicates the landlord is not Low-to-Moderate-Income and will be required to contribute a portion of the rehabilitation costs.

Full Name: \_\_\_\_\_  
*Last First M.I.*

Employer: \_\_\_\_\_

Employer Phone: ( ) - \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*Street City Zip*

Monthly Income: \_\_\_\_\_

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Full Name: \_\_\_\_\_  
*Last First M.I.*

Employer: \_\_\_\_\_

Employer Phone: ( ) - \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*Street City Zip*

Monthly Income: \_\_\_\_\_

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Full Name: \_\_\_\_\_  
*Last*
*First*
*M.I.*

Employer: \_\_\_\_\_

Employer Phone: (    ) - \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*Street*
*City*
*Zip*

Monthly Income: \_\_\_\_\_

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*(If you need more space, please use the back of this sheet)*

**Please indicate** all other forms of assistance or income that you or any member of your family residing at this address received in the past year.

- |                                       |  |                                  |
|---------------------------------------|--|----------------------------------|
| <input type="checkbox"/> GA           | <input type="checkbox"/> Social Security | <input type="checkbox"/> SSI/SSA |
| <input type="checkbox"/> Pension      | <input type="checkbox"/> Child Support   | <input type="checkbox"/> Alimony |
| <input type="checkbox"/> TANF         | <input type="checkbox"/> Foster Care     | <input type="checkbox"/> VA      |
| <input type="checkbox"/> Unemployment | <input type="checkbox"/> Other: _____    |                                  |

*Please note that SCKEDD is required to verify all income. Provide this information to the best of your ability, and SCKEDD will work with you to secure the required. Documentation.*

**Step**

**3.**

**Information about your home:**

What is the monthly rent at this address?    \$ \_\_\_\_\_

Who is responsible for utilities at this residence?

- |             |                                   |                                 |
|-------------|-----------------------------------|---------------------------------|
| Gas         | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |
| Electric    | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |
| Water/Sewer | <input type="checkbox"/> Landlord | <input type="checkbox"/> Tenant |

When was this house built? \_\_\_\_\_

How many bedrooms does this house have? \_\_\_\_\_

What major repairs do you feel your home needs? \_\_\_\_\_

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Step  
**4.**

**Statement of Truthfulness & Release of Information:**

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT**

*“Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years, or both”. ~ U.S.C. TITLE 18, SECTION 1001*

**I, THE APPLICANT(S) CERTIFY ALL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.** I understand the statement above concerning the penalty of making a fraudulent statement. I certify that I own the property listed in this application. If the City of Hutchinson, KS determines the property cannot be cost-effectively rehabilitated to the Kansas CDBG/HQS standards, I acknowledge that with respect to the grant funds I shall have no further interest, right, or claim. If this application is approved and rehabilitation can be achieved, I hereby authorize the CDBG rehabilitation work to be completed at my residence. I will grant access to my residence and will provide electricity and water to the rehabilitation personnel at no cost. I understand that temporary relocation may be required when lead-based paint hazard reduction activities are performed.

I covenant and agree that I will comply with all requirements outlined in the City of Hutchinson, KS Housing Plan and rules imposed by Housing and Urban Development (HUD). I covenant and agree I will not discriminate upon the basis of race, color, creed, or national origin in the sale, lease, rental, use, or occupancy of the property herein assisted with the CDBG grant.

*I authorize the City of Hutchinson, KS & SCKEDD to make inquiries as necessary to verify the accuracy of the statements made, including, but not limited to income.*

\_\_\_\_\_  
Homeowner signature                      Date                      Homeowner signature                      Date

Step  
**5.**

**Waiver of liability:**

I hereby release the City of Hutchinson, KS and the South Central Kansas Economic Development District (SCKEDD) from any and all claims of liability arising from the City of Hutchinson, KS CDBG Housing Rehabilitation Project.

\_\_\_\_\_  
Homeowner signature                      Date                      Homeowner signature                      Date

Step

**6.**

**Include the following items with your completed application:**

*Please feel free to submit your application even if you are missing one or more of the above. The City of Hutchinson or SCKEDD may be able to assist you in obtaining some of the required documentation.*

7. Copy of previous year's Federal Income tax filing for all household members over the age of 18 that are employed (optional for landlord)
8. The most recent Social Security Administration benefit letter and/or monthly pension statements to prove income that doesn't come from an employer, plus verification of all other sources of income for everyone in the household over 18 years of age (if applicable)
9. Proof of paid utilities (gas, water/sewer, & electric)
10. Copy of the deed to rental unit
11. Copy of current homeowner's insurance
12. Verification of paid real estate taxes
13. Proof payments are current on your home mortgage (if applicable)

**What to expect:**

*The following is a list of what you should and should not expect during the course of this project. Please check or initial each item and then sign at the bottom indicating*

**Attachment E**

- Completing this application does not guarantee that I will receive housing rehabilitation assistance.
- Even if I am income-eligible, I may still be denied assistance after the housing inspection. I understand that the CDBG program is unable to serve some homes needing extensive repairs because of program regulations about cost-effectiveness.
- Any housing repair assistance I receive will be determined by the project inspector. I do not get to decide which items are repaired and/or how they are repaired.
- The work on my home will be bid out to eligible contractors. I will not get to choose who does the work on my home.
- Rehabilitation work is inconvenient. There will be workers around my house. I understand that my life as well as the lives of my family and pets may be disrupted by the construction work.
- This is not a remodeling program. The goal of the program is not to make my house look better, but to make it safer. I will have only a limited selection when it comes to paint color or other choices, if these repairs are even eligible.
- I may have to relocate from the home while work is underway on my home. If relocation is necessary, the City's CDBG program will provide me with lodging of the program's choice.
- If I am not Low-to-Moderate-Income myself, I will be expected to contribute a portion of the rehabilitation costs prior to bidding.
- I will not be permitted to increase the rent at this residence following repairs for 3 years, and I will continue to lease the property at or below the fair market rent set for my area by HUD.
- I agree to all of the above.

\_\_\_\_\_  
Homeowner signature                      Date

\_\_\_\_\_  
Homeowner signature                      Date

**FOR SCKEDD OFFICE USE ONLY**

Date application received by SCKEDD: \_\_\_\_\_

Date received all supporting documentation: \_\_\_\_\_

**APPROVED**

**DENIED**

Reason for Denial:

Rating \_\_\_\_\_

KWAP Eligible?             Yes                       No

SCKEDD reviewer:            Printed: \_\_\_\_\_

Signed: \_\_\_\_\_



# Landlord Application for Housing Repair

City of Hutchinson CDBG Housing Project, Administered by SCKEDD

Questions? Call (620) 694-2677 and ask for help with the Hutchinson CDBG Application.

Step

## Applicant Information:

1.

Full Name: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apt #, Unit, Suite*

\_\_\_\_\_ *City State Zip*

Home Phone: ( ) - \_\_\_\_\_ Alternate Phone ( ) - \_\_\_\_\_

Are you head of your household?  Yes  No

If not, who is? \_\_\_\_\_

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## Information about you & your family:

Please list every member of your household who resides at this address, including yourself first.

1. Full Name: \_\_\_\_\_  
*Last First M.I.*

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
*Month/Day/Year*

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Student?  Yes  No Disabled?  Yes  No

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2. Full Name: \_\_\_\_\_  
*Last First M.I.*

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
*Month/Day/Year*

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Student?  Yes  No Disabled?  Yes  No

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3. Full Name: \_\_\_\_\_  
*Last First M.I.*

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
*Month/Day/Year*

Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Student?  Yes  No Disabled?  Yes  No

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4. Full Name: \_\_\_\_\_  
*Last First M.I.*  
Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
*Month/Day/Year*  
Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Student?  Yes  No Disabled?  Yes  No

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5. Full Name: \_\_\_\_\_  
*Last First M.I.*  
Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
*Month/Day/Year*  
Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Student?  Yes  No Disabled?  Yes  No

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6. Full Name: \_\_\_\_\_  
*Last First M.I.*  
Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_  
*Month/Day/Year*  
Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_  
Student?  Yes  No Disabled?  Yes  No

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*(If you need more space, please use the back of this sheet)*

**Step**

**2.**

**Information about your home:**

Who owns the house in which you reside? \_\_\_\_\_

What is the monthly rent at this address? \$ \_\_\_\_\_

What is your landlord's address? \_\_\_\_\_

Landlord's Phone: ( ) - \_\_\_\_\_ Alt Phone: ( ) - \_\_\_\_\_  
*Street City/State Zip*

When was your house built? \_\_\_\_\_

How many bedrooms does your house have? \_\_\_\_\_

What major repairs do you feel your home needs? \_\_\_\_\_

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**Step 3.**

**Family Income Information:**

*Please tell us which members of your family work, how much they make, and for whom they work:*

Full Name: \_\_\_\_\_  
*Last First M.I.*

Employer: \_\_\_\_\_

Employer Phone: ( ) - \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*Street City Zip*

Monthly Income: \_\_\_\_\_

---

Full Name: \_\_\_\_\_  
*Last First M.I.*

Employer: \_\_\_\_\_

Employer Phone: ( ) - \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*Street City Zip*

Monthly Income: \_\_\_\_\_

---

Full Name: \_\_\_\_\_  
*Last First M.I.*

Employer: \_\_\_\_\_

Employer Phone: ( ) - \_\_\_\_\_

Employer Address: \_\_\_\_\_  
*Street City Zip*

Monthly Income: \_\_\_\_\_

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*(If you need more space, please use the back of this sheet)*

**Please indicate** all other forms of assistance or income that you or any member of your family residing at this address received in the past year.

- |                                       |  |                                  |
|---------------------------------------|--|----------------------------------|
| <input type="checkbox"/> GA           | <input type="checkbox"/> Social Security | <input type="checkbox"/> SSI/SSA |
| <input type="checkbox"/> Pension      | <input type="checkbox"/> Child Support   | <input type="checkbox"/> Alimony |
| <input type="checkbox"/> TANF         | <input type="checkbox"/> Foster Care     | <input type="checkbox"/> VA      |
| <input type="checkbox"/> Unemployment | <input type="checkbox"/> Other: _____    |                                  |

*Please note that SCKEDD is required to verify all income. Provide this information to the best of your ability, and SCKEDD will work with you to secure the required. Documentation.*



Step

4.

**Statement of Truthfulness & Release of Information:**

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT**

*“Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five (5) years, or both”. ~ U.S.C. TITLE 18, SECTION 1001*

**I, THE APPLICANT(S) CERTIFY ALL INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.** I understand the statement above concerning the penalty of making a fraudulent statement. I certify that I occupy the dwelling listed in this application as my principal residence. If the City of Hutchinson, KS determines the property cannot be cost-effectively rehabilitated to the Kansas CDBG/HQS standards, I acknowledge that with respect to the grant funds I shall have no further interest, right, or claim. If this application is approved and rehabilitation can be achieved, I hereby authorize the CDBG rehabilitation work to be completed at my residence. I will grant access to my residence and will provide electricity and water to the rehabilitation personnel at no cost. I understand that temporary relocation may be required when lead-based paint hazard reduction activities are performed.

I covenant and agree that I will comply with all requirements outlined in the City of Hutchinson, KS Housing Plan and rules imposed by Housing and Urban Development (HUD). I covenant and agree I will not discriminate upon the basis of race, color, creed, or national origin in the sale, lease, rental, use, or occupancy of the property herein assisted with the CDBG grant.

*I authorize the City of Hutchinson, KS & SCKEDD to make inquiries as necessary to verify the accuracy of the statements made, including, but not limited to income.*

\_\_\_\_\_  
Renter signature      Date

\_\_\_\_\_  
Renter signature      Date

Step

5.

**Waiver of liability:**

I hereby release the City of Hutchinson, KS and the South Central Kansas Economic Development District (SCKEDD) from any and all claims of liability arising from the City of Hutchinson, KS CDBG Housing Rehabilitation Project.

\_\_\_\_\_  
Renter signature      Date

\_\_\_\_\_  
Renter signature      Date

**What to expect:**

*The following is a list of what you should and should not expect during the course of this project. Please check or initial each item and then sign at the bottom indicating you have read this information.*

- Completing this application does not guarantee that I will receive housing rehabilitation assistance.
- Even if I am income-eligible, I may still be denied assistance after the housing inspection. I understand that the CDBG program is unable to serve some homes needing extensive repairs because of program regulations about cost-effectiveness.
- Any housing repair assistance I receive will be determined by the project inspector. I do not get to decide which items are repaired and/or how they are repaired.
- The work on my home will be bid out to eligible contractors. I will not get to choose who does the work on my home.
- Rehabilitation work is inconvenient. There will be workers around my house. I understand that my life as well as the lives of my family and pets may be disrupted by the construction work.
- I will move my possessions out of the way of the contractor as the contractor may deem necessary.
- This is not a remodeling program. The goal of the program is not to make my house look better, but to make it safer. I will have only a limited selection when it comes to paint color or other choices, if these repairs are even eligible.
- I may have to relocate from the home while work is underway on my home. If relocation is necessary, the City's CDBG program will provide me with lodging of the program's choice.
- I agree to all of the above.

\_\_\_\_\_

Renter signature

\_\_\_\_\_

Date

\_\_\_\_\_

Renter signature

\_\_\_\_\_

Date

**Include the following items with your completed application:**

Step

**6.**

14. Copy of previous year's Federal Income tax filing for all household members over the age of 18 that are employed
15. The most recent Social Security Administration benefit letter and/or monthly pension statements to prove income that doesn't come from an employer, plus verification of all other sources of income for everyone in the household over 18 years of age (if applicable)
16. Proof of paid utilities (gas, water/sewer, & electric)
17. Copy of rental agreement.

*Please feel free to submit your application even if you are missing one or more of the above. The City of Hutchinson or SCKEDD may be able to assist you in obtaining some of the required documentation.*

**FOR SCKEDD OFFICE USE ONLY**

Date application received by SCKEDD: \_\_\_\_\_

Date received all supporting documentation: \_\_\_\_\_

APPROVED

DENIED

Reason for Denial:

Rating \_\_\_\_\_

KWAP Eligible?       Yes       No

SCKEDD reviewer:      Printed: \_\_\_\_\_

   Signed: \_\_\_\_\_