

BURRILLVILLE POLICY RULES FOR HOUSING REHABILITATION PROGRAM

144 Harrisville Main St., Harrisville, RI 02830

JULY 1, 2017

CONTACTS	Ray Goff, Planning & Economic Development Coordinator (401) 568-4300 ext. 130 (401) 710-7881 email: rgoff@burrillville.org M. Christine Langlois, Deputy Planner (401) 568-4300 ext. 131 (401) 710-7948 email: clanglois@burrillville.org Fax: (401) 710-9307
GENERAL REQUIREMENTS	Property must be owned and occupied for at least three (3) to five (5) years. Only one loan permitted per property. Additional loan available upon payment of existing loan in entirety. 51% of rental units must be LMI Households. For duplex (2 unit building), both units, 100%, must meet income requirements.
PRE-QUALIFYING WORKSHEET	Required for loan
CREDIT APPLICATION	Required for loan
REHAB ASSISTANCE APPLICATION	Required for grant
LEAD-BASED PAINT POISONING FORM	Required
DEFERRED LOANS 30% TO 50%AMI. FORGIVABLE LOANS LESS THAN 30% OF AMI	Maximum \$5,000 Grant. Owners of rental property must be income eligible to receive grants (even if tenant(s) is/are <50% AMI). Must BE OWNER OCCUPIED.
LOANS REQUIRED 50% TO 80% OF AMI	Minimum \$5,000 up to maximum of \$25,000 Loan No minimum on sewer connection projects.
LOAN TERM	7, 10 or 15 Years @3%
LIENS	DEFERRED LOANS are discharged after 5 years (can be pro-rated). Loan liens are discharged upon payment of loan.
DEBT TO VALUE - LOAN	95%
DEBT TO INCOME - LOAN	<46%
TITLE	None required
LEGAL DESCRIPTION	Required for lien
EQUITY	Must be equal to loan or forgivable loan. Assessor's Card permissible for value determination.
PROPERTY INSURANCE	Copy of binder with town as named insured required
INCOME VERIFICATION	Required – CDBG Limits 2 paystubs / or 1yr. tax info
CREDIT REPORT	required
APPRAISAL	None required
TAXES PROPERTY/WATER/SEWER	Current status
PRELIMINARY INSPECTION & WORK FEASIBILITY ASSESSMENT	Conducted by construction supervisor – code violations and lead hazards

BURRILLVILLE POLICY RULES FOR HOUSING REHABILITATION PROGRAM

144 Harrisville Main St., Harrisville, RI 02830

JULY 1, 2017

WORK SPECIFICATIONS	Written by construction supervisor & used for bid solicitation by owner.
BIDS	3 required – obtained by owner with assistance from Town as necessary.
CONTRACTOR REQ.	State certified, Lead licensed (if appl), insurance, references, Fed ID or SS#. Sewer connection projects requiring licensing with Burrillville Sewer Commission
LEGAL DOCS	Mortgage, Note, Rehab Contract, Truth & Lending, Grant Agreement
LEAD INSPECTIONS AND CLEARANCE EXAMINATION	If built pre1978, project includes lead reduction, and hard costs are over \$5,000, comprehensive lead inspection and Lead Safe Clearance Certification by certified lead inspector of entire property is required. If work does neither include lead nor disturb lead, it is exempt from this requirement.
CONTRACTOR PAYMENT	Written request for check payable to contractor sent to town with client and contractor information, invoice, and client written acceptance. Check pickup by administrator and distributed to contractor.
PREPAYMENT PENALTY	None
RECORDKEEPING	Client files maintained until project closed, then files transferred to town
QUARTERLY REPORTING	Written quarterly report to town with bill for program administration
SUBORDINATION REQUESTS	Review file & request with town agent. If approved, prepare subordination doc for signature and recording

** Repayment Scenario:

Loan Amount	7 year loan/mo.	10 year loan/mo.	15 year loan/mo.
\$8,000.00	\$105.71	\$77.25	\$55.25

I have read, and agree with, the above-referenced rules of the Burrillville Housing Rehabilitation Program.

Applicant

Co-Applicant

Burrillville Housing Rehabilitation Program

Date