

## APPLICANT REQUIREMENTS

1. Applicant must be an individual or family who has ownership and occupies a single dwelling residential property, or is a purchaser of such property under a land sales contract or mortgage. The land sales contract or mortgage must be recorded.
2. Applicant must meet income requirements combining gross income of the applicant, family, and any other persons related by marriage or operation of law who share the same dwelling unit. This includes those persons living together who are not married and excludes the income of those persons under the age of 18, or full time students and mentally or physically disabled children whatever their age (this does not exclude social security, disability, or child support payments received for minor children).
3. Applicant must have occupied and owned the premises for one year prior to making application. Applicant must reside in the premises for the period of the loan.
4. Applicant's assets must be greater than zero but not exceed \$5,000 in cash. This requirement applies to applicants eligible for Deferred Loan assistance.
5. Applicant and all other joint owners of the property must agree to sign a mortgage and note for the total amount of the loan, including all related costs of the loan. If applicant is purchasing home on a land contract, the land contract holder must provide written permission to homeowner and the Bay County Housing Division.
6. Applicant will be required to maintain loss payable insurance on the property for the duration of the loan and provide proof annually. The Bay County Housing Division must be placed on insurance policy as lien holder if the project is approved and be notified if insurance is changed or canceled.
7. Applicant will be required to keep the property tax payments current for the duration of the term of the loan and provide proof annually.
8. Upon the termination of ownership, either by death, sale of property, title transfer, or change of occupancy, the balance of the mortgage must be paid in full.
9. Applicant's home must be at least five (5) years old or older.
10. Applicants that are successful in obtaining a Home Rehabilitation Loan, may not apply for another loan for a period of five (5) years from date of completion statement.
11. Elected officials and staff shall not be considered eligible applicants, but may apply for a Home Improvement Loan from the Michigan State Housing Development Authority.
12. Mortgages created by Bay County Housing Rehabilitation Projects can **only** be subordinated for rate and term refinancing (not for debt consolidation or "cash out" transactions), per M. S. H. D. A. Housing Policy.



Equal Housing Opportunity

