To be considered for the Emergency Repair Program, applicant(s) must:

- Owned and resided at the property address for at least one year from date of application
- Property taxes must be current / paid
- Proof of active homeowner’s insurance coverage
- No liens (with the exception of mortgages) can be recorded against the property
- Applicant cannot have any outstanding debt owed to the City. Examples of outstanding debt can include: unpaid fines, fees, tickets or garbage bills
- Contract for Deed properties are not eligible
- Property cannot have any active environmental code violations. The violation may include any item cited in Chapter 13 of the City Code and/or the most recently adopted version of the International Property Maintenance Code. See list of environmental code violations below:
  - All garbage, debris, old appliances, and dilapidated furniture must be removed from the exterior.
  - Garbage and debris within the structure must be removed.
  - Motor vehicle parts (including batteries and tires) must be removed.
  - All grass and weeds must be less than 10 inches high.
  - All bushes, shrubs, or trees blocking the public way must be cut back.
  - All unlicensed vehicles must be removed from the property or property licensed.
- Program applicants must comply with the City’s Double Dipping Policy as listed below:
  - All persons and addresses that have received housing rehabilitation assistance or Down Payment Assistance with the use of federal funds through a City or subgrantee program will not be eligible for further assistance for a period of ten (10) years. Policy is retroactive to February 2000. EXCEPTION: Persons or addresses that have received assistance only with the construction of a handicapped ramp will be eligible immediately for further assistance.

Level of Assistance: The Emergency Repair Program will provide up to $4,999.00 in assistance to eligible home owners to correct housing conditions that left uncorrected would make the house uninhabitable.

What is an Emergency Repair?

To be eligible for the Emergency Repair Program, there must be an unexpected incident in the home that results in the house being uninhabitable or have an immediate threat of danger. Some examples of eligible emergency repairs include:

- Sewer line back up and/or overflow
- Dysfunctional water heaters or furnaces
- Broken water service from water main to house

What is NOT an Emergency Repair?

- Burst water pipes due to freezing
- Any damages due to deterioration over time
- Roof replacement due to lack of maintenance or age
- Clean up of wet basement (mold or mildew)
- Any resulting damage which includes repair/replacement of ceiling, walls, and floors
APPLICATION FUNDING CONTINGENT UPON RELEASE OF FEDERAL FUNDS
HOUSING REHABILITATION ASSISTANCE
Emergency Repair Program
2016 PROGRAM GUIDELINES & APPLICATION

Other Requirements / Information:
- Assistance is only available to income eligible (50% or below of Area Median Income – AMI chart listed on application) owner-occupied, single-family households where the property taxes are paid, no City liens (with the exception of mortgages) exist on the property, applicant is current with any money owed to the City, and there is active homeowner’s insurance coverage. Properties being purchased CONTRACT FOR DEED are not eligible.
- Repairs that would be made under a homeowner’s insurance policy will not be covered.
- Incomplete or unsigned applications will not be processed.

All applications must include the following documents:
1. Proof of income for all persons in the home over the age of 18
   - IRS Tax Returns (1040) showing income for the past two years.
   - Social Security 1099 (annual income for previous year) and printout of current monthly income.
   - Payroll check stubs showing income for the last two months
2. Complete the attached IRS Form 4506-T Request for Transcript of Tax Return for everyone in the household 18 years or older (make additional copies if needed). (This will be faxed by the City to the IRS requesting a transcript of your Income Tax Returns or verification of non-filing for the past 2 years.)
   - Applicants can also access a copy of their transcript online at the following website: http://www.irs.gov/Individuals/Get-Transcript
   **Accessing a copy of the transcript online is the City’s preferred method**
3. Copy of Driver’s License or State ID for all persons in the home over the age of 18 and third party verification of residency for minors in the home (verification could be a letter from school, copy of a medical card, or State ID).
4. Copy of recorded deed as proof of property ownership
   - City staff can access a copy of deed, free of charge, if owner cannot locate deed
5. Homeowner Insurance declaration page as proof of property insurance
6. Paid receipts or escrow statement as proof of paid property taxes
   - City staff can access a copy of paid property taxes, free of charge, if owner cannot locate receipt
7. If applicable, copy of current mortgage statement/summary from financial institution to document current mortgage status and escrow of property taxes and homeowner insurance

City staff can make copies of the above information at time of application submission.

Return Application to:
City of Peoria
City Hall – 419 Fulton Street
Development Center – Suite 300

Any questions – please call (309) 494-8600
APPLICATION FUNDING CONTINGENT UPON RELEASE OF FEDERAL FUNDS
HOUSING REHABILITATION ASSISTANCE
Emergency Repair Program
2016 PROGRAM GUIDELINES & APPLICATION

<table>
<thead>
<tr>
<th>Applicant Name:</th>
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<tbody>
<tr>
<td>Date of Birth:</td>
<td>Social Security #:</td>
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<tr>
<td>Co-Applicant Name:</td>
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</tr>
<tr>
<td>Date of Birth:</td>
<td>Social Security #:</td>
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<tr>
<td>Address:</td>
<td># of Bedrooms:</td>
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<td>Home Phone and/or Cell Phone:</td>
<td>Work Phone:</td>
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Race: (Please circle)
- White
- Black/AfrAm
- Asian
- Amer. Indian
- Native Hawaiian
- Amer. Indian & White
- Asian & White
- Amer. Indian & Black/AfrAm
- Black/AfrAm & White
- Other Multi-Racial

Are you? (Please circle)
- Hispanic Ethnicity: YES NO
- Elderly: YES NO
- Female Head of Household: YES NO
- Disabled: (Either you or a member of the household) YES NO
- Single Parent Household: YES NO

Have you received assistance through a City Housing Rehabilitation program in the past? NO YES, please explain:

YEAR 2016 INCOME ELIGIBILITY CHART (Total maximum yearly allowable income per household)

<table>
<thead>
<tr>
<th>Family Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
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<tr>
<td>Low Income (50% or less than AMI)</td>
<td>$24,350</td>
<td>$27,800</td>
<td>$31,300</td>
<td>$34,750</td>
<td>$37,550</td>
<td>$40,350</td>
<td>$43,100</td>
<td>$45,900</td>
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LIST ALL HOUSEHOLD MEMBERS (INCLUDING APPLICANTS; use additional paper if necessary)

<table>
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<tr>
<th>NAME</th>
<th>AGE</th>
<th>RELATIONSHIP</th>
<th>ANNUAL INCOME</th>
<th>SOC. SEC. #</th>
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EMERGENCY REPAIR STATEMENT

In order to qualify for the Emergency Repair Program, a property must meet the definition as unfit for human habitation. This definition is listed below. A City employee will inspect your property to verify that the unfit for human habitation criteria is actually met.

**DEFINITION**

**Unfit for Human Habitation:** “A dwelling, dwelling unit, or rooming house is unfit for human habitation when it is damaged, decayed, dilapidated, unsanitary, unsafe, vermin-infested, lacks illumination, ventilation, or required sanitation facilities to such an extent as to create a clear and present danger to the health, life, and safety of occupants.”

I have read the definition above and certify that my property meets the criteria for the Emergency Program for the following reason(s):

1.  
2.  
3.  
4.  
5.  
6.  

**Homeowner Certification:**

I(WE) CERTIFY THAT I(WE) ARE THE OWNER-OCCUPANTS OF THIS PROPERTY AND THAT ALL STATEMENTS MADE ON THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY(OUR) KNOWLEDGE AND BELIEF. I(WE) UNDERSTAND THAT ANY WILLFUL MISSTATEMENT OF FACT OR THE FAILURE TO PROVIDE MATERIAL INFORMATION WILL KEEP THIS APPLICATION FROM BEING CONSIDERED. I(WE) UNDERSTAND THAT THE SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE THAT I(WE) WILL BE GIVEN A REHABILITATION ASSISTANCE. I(WE) HEREBY AUTHORIZE THE CITY OF PEORIA TO INSPECT THE PROPERTY AND TO OBTAIN VERIFICATION FROM ANY SOURCE NAMED IN THIS APPLICATION.

Signatures: (All owners must sign):

________________________________________________________________________  Date: _____________

________________________________________________________________________  Date: _____________

**City Staff Use Only**

Staff Approval: __________________________________________  Date: _______________