

Instructions for Completing the City of Beaverton MI Neighborhood Application

1. Complete the Application in Full

- Ensure all sections of the application are filled out completely.
- Incomplete or partial applications will be returned and may delay processing.
- Applications are open until all funding has been exhausted.

2. Submission Options

- **In-Person:** Drop off your completed application at the City of Beaverton Office: **Monday-Thursday 7:30am-5:30pm**
128 Saginaw St, Beaverton, MI 48612
- **By Email:** Submit your application via email to:
ddadirector@beavertonmi.org
- **By Mail:** Send your application to:
City of Beaverton
ATTN: MI Neighborhood
PO BOX 477, Beaverton, MI 48612

3. Questions or Program Inquiries

- For any questions related to the MI Neighborhood program, contact:
Matt Lang
Email: ddadirector@beavertonmi.org
Phone: 989-272-3121

Thank you for your interest in the MI Neighborhood program!



Michigan State Housing Development Authority is committed to providing meaningful access. For accommodations, modifications, translation, interpretation, or other services, please contact MSHDA-NDD@MICHIGAN.GOV

Applicant Information:

1. Full Name(s):

- _____

2. Home Address:

- _____

3. Mailing Address (if different):

- _____

4. Phone Number:

- _____

5. Email Address:

- _____

Property & Applicant Information:

1. Address of the Property Needing Rehabilitation (*Must be in City of Beaverton*)

2. Type of Property (*Check One*):

- Single-Family Home
- Duplex
- Other (please describe):

***Mobile homes are ineligible**

3. Year Property was built: _____

4. Is this property owner occupied?

Yes No

5. If Tennant Occupied, do you have a signed lease agreement with current occupants? Yes No

Have you owned the property for 12+ months? Yes No

6. Do you have a mortgage on this property? Yes No

***Land Contracts ineligible per MSHDA**

7. Have you previously been the owner of a property that was transferred to a local government as a result of tax foreclosure proceedings? Yes No

8. Are there any existing liens or judgments against the property?

Yes No - If yes, please explain:

9. Do you have insurance on this property? Yes No

*** Properties occupied by Tennant's are not required to carry Renters insurance, the property owner must have insurance coverage on the property.**

10. Are all property taxes, and utilities paid and in good standing? Yes No

11. Do you agree to allow contractors on your property to prepare estimates or quotes for the proposed work?

Yes No

12. Do you agree to allow City of Beaverton Staff on your property to obtain photos and view property conditions?

Yes No

City of Beaverton MSHDA MI Neighborhood Home Rehabilitation Program

Occupant Information:

If Owner Occupied, complete #5-6. If Tenant occupied, complete #1-6 using information of *current occupants*. **If vacant or unoccupied, property is ineligible for this program.**

1. Full Name:

3. Phone Number:

2. Mailing Address (if different):

4. Email Address:

5. Household Size (# of people who live there):

Adults Age 18+	Dependent Under Age 18	Dependent Age 18+ Full-Time Student	Total Household Members

6. Gross Annual Household Income (total income of all occupants, before taxes):

\$ _____

Household Members	Maximum Household Income
1	\$66,850
2	\$76,400
3	\$85,950
4	\$95,500
5	\$103,150
6	\$110,800
7	\$118,450
8	\$126,100
	*Must be below maximum to be eligible

Project Information

1. Please describe the type of rehabilitation or improvements you are seeking for your property (check all that apply): *Project costs must be a minimum of \$1,000 and a maximum of \$40,000*

- Roofing Repairs/Replacement

- Energy Efficiency Upgrades

- Windows/Doors Replacement

- Hazardous Tree/Shrub Removal

- Siding Repairs/Replacement

- Other (please describe):

- Driveway Repairs/Accessibility

Improvements

- Porch/Entryway Repairs

***Project work to be completed by licensed, insured, and qualified contractors**

2. Briefly describe why you are seeking assistance with these improvements:

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3. Do you understand that Michigan State Housing Development Authority will place a five-year non-prorated, forgivable lien in the full amount of the assistance, and will be placed on properties that receive over \$10,000 in funds? Yes No

4. Have you received any funding from Michigan State Housing Development Authority for property rehabilitation in the past? Yes No

If yes, when and what were funds used

for? _____

Additional Documentation:

Please attach the following documents to your application:

- Proof of income (most recent tax return.) Of current occupant(s).
- Proof of property ownership (Property Deed)
- Copy of Property Insurance Declarations
- For non-owner-occupied units, the landlord must provide proof of ownership for prior twelve months and provide a six-month occupancy history.
- Signed lease agreement if Tennant occupied.

Certification & Signature:

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that the City of Beaverton may request additional documentation to verify my eligibility for the program. I also understand that this application is no guarantee of funding. Funds cannot be reimbursed for activities already started or completed. Any activity conducted prior to formal execution of a grant agreement are ineligible and non-reimbursable.

Applicant Signature (Property Owner) _____

Tennant Signature (if applicable) _____

Date: _____

For City Staff Use Only:

Date Received: _____

Time Received: _____

Application Status:

- [] Complete

- [] Incomplete Requested Information:

Date: _____

Initial Review By: _____

If incomplete:

Resubmitted to City:

Date: _____

Time: _____

Second Review By: _____

Application Status:

- [] Complete

- [] Incomplete Requested Information: