

Priority Home Repair Program

City of Muskegon Community & Neighborhood Services

Application Checklist

- Complete Application
- Warranty deed, Quit Claim Deed or Land Contract
- Homeowners Insurance Declaration Page
- Birth Certificates for all children 17 and under
- DTE Bill (for furnace)

For All Household Members 18+ Provide:

- Last 2 months of paystubs/income statements/award letters
- Last 2 months of bank statements
- Driver's Licenses or IDs

City of Muskegon
Community & Neighborhood Services
933 Terrace Street
Muskegon, MI 49440
Phone: (231) 724-6717
Fax: (231) 726-2501
Email: CNSMail@shorelinecity.com

WHO QUALIFIES?

Homeowners in the City of Muskegon at or below 80% of Area Median Income whose home is in need of repair or replacement of a roof, foundation, furnace, water heater, plumbing/sewer, electrical, or other emergency repair. Property must meet program standards.

HOW MUCH ASSISTANCE IS PROVIDED?

After approval, the full cost of labor and materials to replace or repair the needed area of the home. Assistance is only available once every 6 years.

HOW IS ASSISTANCE PROVIDED?

A payment is made directly to the licensed contractor providing the service. A five-year non-diminishing lien will be placed on the property at project completion, the lien is forgiven after five years.

APPLICANT MUST...

- Submit a complete application with all required documents
- Have a household income at or below 80% area median income
- Be the owner occupant of the single-family dwelling, or have a recorded land contract with written approval from the land contract holder
- Have property taxes up to date, own the home for a minimum of a year, and have homeowner's insurance.

Priority Home Repair Application

City of Muskegon –Community and Neighborhood Services



Applicant Name: _____
 Address: _____
 Phone Number: _____ Neighborhood: _____
 Marital Status: _____ Email Address: _____

Nature of Repair (Check only one): Furnace Boiler Water Heater
 Electrical Plumbing/Sewer Foundation Roof Other

Please provide a detailed description of need for repair:

Please list all members of your household below:

Name	Relationship to Applicant	Date of Birth	Sex	Legally Disabled?	Race	Hispanic or Latino?
	Self					

Race Categories: (AI/AN) American Indian or Alaska Native (A) Asian (B) Black or African American
 (N) Native Hawaiian or Pacific Islander (W) White (O) Other

Homeownership Information

Date of Ownership: _____ Move-in Date: _____

Home Insurance Company: _____ Policy Term: _____

Are your Property Taxes Current? Yes No Are you in or have you filed for bankruptcy? Yes No

Have you owned and lived in your home for one year? Yes No

Was your home built before 1978? Yes No Do you have a reverse mortgage? Yes No

Have you been served a notice of foreclosure? Yes No Is your home in a floodplain? Yes No

Have you included all of the documents from the checklist on the reverse side? Yes No

(If no, your application cannot be processed until all documents are received)

By signing below you certify that the information provided is true and accurate. You authorize the City of Muskegon to request any additional information needed for verification. Failure to give complete and accurate information will disqualify your application and remove you from any waiting list where applicable.

Applicant Signature: _____ Date: _____

Please submit completed application and supporting documentation to: Community and Neighborhood Services

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