

City of Muskegon Community Neighborhood Services



HOME REPAIR REQUEST FORM

To be eligible your home must fall within the service area defined for each program.

You must own your home, have lived in the home for more than 12 months, be current on property taxes, have homeowner's insurance, house must be a single family residence and you cannot own more than one property. The property must be your permanent residence. Your household income must fall under 80% of the Area Median Income.

All requested repairs must meet the health and safety threshold to be eligible. No cosmetic repairs are allowed.

Some of our programs require a non-diminishing lien on the property and will be forgiven at the end of that time period.

Some of our programs require a co-pay. This ranges from \$60 to \$500 and is based on household income level.

APPLICANT NAME: _____

STREET ADDRESS: _____

CITY: _____ **ZIP CODE:** _____

PHONE NUMBER: _____ **NEIGHBORHOOD:** _____

MARITAL STATUS: _____ **EMAIL ADDRESS:** _____

_____ (Please Initial) To be eligible for assistance, home owners must have legal immigration status which will be verified through a U.S. Citizen and Immigration database.

Nature of Repair Needed:

- Furnace or Boiler Is your furnace currently working? ___ Yes ___ No
- Water Heater Is your water heater currently working ___ Yes ___ No
- Plumbing/Sewer Is your sewer backing up into your home? ___ Yes ___ No
- Roof Is your roof leaking? ___ Yes ___ No
- Electrical Repairs
- Foundation
- Siding What material is your existing siding? _____
- Other, Please List _____

Household Member Information-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

***Use an additional sheet for any additional household members.**

Do you own your home? ____ Yes ____ No Date of Ownership? _____

Do you own more than one property? ____ Yes ____ No

Are your property taxes current? ____ Yes ____ No Do you have homeowner's insurance? ____ Yes ____ No

Are you in or have you filed for bankruptcy? ____ Yes ____ No If yes, what year? _____

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

Thank you for completing the Home Repair Request Form. Completed application and supporting documentation can be submitted in person to Community and Neighborhood Services at

933 Terrace Street, Muskegon, MI 49440 Room 202

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: _____

With this application you must submit the items from the below list. We cannot accept partial or incomplete application packets.

- Complete and Signed Application and Release of Information**
- Copy of Deed**
- Copy of Homeowner's Insurance** (Policy Declaration Pages only)
- If you own your home through a land contract, please provide a Copy of Land Contract and letter of permission for repairs from land contract holder
- Copy of ID for each household member**
 - Occupants 18 and over; Provide a copy of Drivers License or State ID
 - Occupants under 18; Provide a copy of birth certificate
- 2 months Income Information for all sources of income for all household members**

Sources of income include, but are not limited to: Pay Stubs, Wage information for self-employed persons, Social Security, pension, annuity, child support, alimony, disability, gambling winnings, regular gifts from non-household members. For a list of all income sources and verification paperwork requirements see FAQ's on our [website](#)
- 2 months bank statements for all persons 18 and over for all bank accounts**

We require actual bank statements. We cannot accept a transaction history, screen shots of bank activity, etc

