

HIP - Hamilton County's Property Improvement Program
Instructions for Completing Application

Thank you for your interest in HIP. Please follow these simple instructions when completing the application:

1. Read all information carefully.
2. Complete the *italicized* portions of forms 1, 3, 4 and 5. If any information is unknown at the time of application, note as such.
3. Take the completed application to any branch of a participating bank for rate and other information. Do not send completed forms to the HIP office. The bank will do this for you. Participating banks are:

North Side Bank

4. If you have additional questions, refer to the website or contact the HIP office in the Hamilton County Department of Planning and Development (513) 946-4455.

This application is available in PDF format at:
http://www.hamiltoncountyohio.gov/hc/hc_pdfs/hipapp.pdf

HIP - Hamilton County's Property Improvement Program Loan Subsidy Pre-screening Checklist

The Home Improvement Program is designed to benefit owners of residential and commercial properties in Hamilton County. Participating financial institutions provide reduced interest rate loans to credit worthy borrowers who meet program guidelines. The program is very flexible, however, it does have limitations. The following checklist is designed to identify projects that are likely to be ineligible for the program. If you believe your application deserves additional consideration, please call 513-946-4455, or write the H.I.P. Office at 138 East Court St. Room 801; Cincinnati, Ohio 45202. **To be eligible for HIP, your answers to all of the following questions must be "Agree".**

<i>In order to qualify for a HIP loan, I understand that:</i>	<i>Agree</i>	<i>Disagree</i>
1. <i>My community will monitor the property improvement work and check that proper permits have been secured.</i>		
2. <i>The requested loan amount cannot exceed the estimated cost of labor plus materials for proposed improvements.</i>		
3. <i>All work must be completed within one year of the loan's closing.</i>		
4. <i>Proposed improvements CANNOT include luxury items such as swimming pools, satellite dishes, hot tubs, etc. or ANY appliances.</i>		
5. <i>The loan request must be at least \$1,500, but no more than \$50,000, including any fees and closing costs that are financed in the loan.</i>		
6. <i>The loan may not be used to finance the purchase or construction (full or partial) of a new dwelling or commercial building. (Excludes outbuildings)</i>		
7. <i>The proceeds may not be used as a bridge loan or to refinance/pay off an existing loan, credit card debt, etc.</i>		
8. <i>Proceeds may not be used to finance any repair or improvement begun more than 30 days prior to HIP application or for any project that is more than 25% complete.</i>		

Representations and Promises: Under penalty of law, the applicant(s) identified below has accurately and truthfully answered the questions as listed above and on the attached application checklist, and has made application to a financial institution for the sole purpose of making property improvements under the Hamilton County Linked Deposit Program as provided for in the Ohio Revised Code and Hamilton County legislation. The individual(s) listed below promises (promise), that funds borrowed from an eligible lending institution will be used for no other purpose than the property improvements described herein. Furthermore, it is fully understood that any use of the borrowed funds, for any purpose other than the purposes permitted under the applicable Hamilton County Board of County Commissioners Resolution constitutes an act of fraud. The undersigned promises to comply with all monitoring efforts required by Hamilton County and the property's municipality. Failure to do so in a timely manner may affect continued participation in the program and thereby result in the interest rate on your loan increasing by as much as 3% per annum.

Applicant Signature: _____ Date: _____

STOP STOP STOP STOP STOP STOP STOP STOP STOP STOP

The following will be completed by Hamilton County.		<i>Yes</i>	<i>No</i>
1. Is the property in a participating Hamilton County Community?			
2. Is the subject property permanently exempt from property taxes?			
3. Are the subject property taxes current?			
4. For single- and two-family dwellings, is tax duplicate value below \$350,000?			
APPROVED	DENIED	County Signature _____ Date _____	

Fax this form with Form #3 Subsidy Application and Form #4 Planned Improvements to the H.I.P. office at 513-946-4475

HIP - Hamilton County's Property Improvement Program

List of Participating Communities

Participating Communities*

Addyston Village	Lockland
Amberley Village	Loveland
Anderson Township	Madeira
Blue Ash	Mariemont
Cheviot	Miami Township
Cincinnati (<u>all</u> neighborhoods and areas)	Montgomery
Cleves	Mount Healthy
Colerain Township	Newtown
Columbia Township	North Bend
Crosby Township	North College Hill
Deer Park	Norwood
Delhi Township	Reading
Evendale	Saint Bernard
Elmwood Place	Sharonville
Fairfax	Silverton
Forest Park	Springdale
Glendale	Springfield Township
Golf Manor	Sycamore Township
Greenhills	Symmes Township
Green Township	Terrace Park
Harrison	Whitewater Township
Harrison Township	Woodlawn
Indian Hill	Wyoming City
Lincoln Heights	

Non Participating Communities

Arlington Heights	Milford
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***These are the only non-participating communities. Unless you are a resident of Arlington Heights or Milford, you live in a participating jurisdiction.**

Permits and Zoning Questions

Boldfaced Communities may utilize Hamilton County Building Department for permit information (946-4550.) City of Cincinnati residents can call 352-3271. All others should contact their local community's administrative offices for permit help.

HIP - Hamilton County's Property Improvement Program Loan Subsidy Application

This section to be completed by the Lending Institution and Hamilton County.

Date _____ Date _____ Date _____
County Approval Loan Closing Sent to Community

Applicant Information (please print)

Lending Institution Information

Name		Name	
Social Security #		Address	
Address		Branch	
City/State/Zip		Phone	
Home Phone		Fax	
Business Phone			

Address of property to be improved: _____ Primary Contact: _____

Property is: Residential Commercial (circle one)

Demographics: In order for the Hamilton County to track borrowing trends, please complete the following:

African American Asian Caucasian Hispanic Native American Other

Household Income:

Under \$30,000 \$30,000-44,999 \$45,000-59,999 \$60,000-79,999 \$80,000-99,999 Over \$100,000

How did you learn about HIP?

Bank Newspaper Radio/TV Community Newsletter Hamilton County Website Other _____

Permanent parcel number of subject property: _____
(See www.hamiltoncountyauditor.org)

Estimated cost of proposed improvements: \$ _____

Amount of approved loan: \$ _____

*(Upon final approval and disbursement of funds, please email notice or refax this sheet to HIP Office at 513-946-4455 with any missing data.)**

Approved bank loan interest rate not including subsidy: _____ % Bankers initials: _____

Approved bank loan interest rate with subsidy: _____ %

Who is going to perform the work? (Self, contractor name, etc.):

Do the proposed improvements include correction of any outstanding building/housing code violations?

Describe. Yes () No ()

Have you received a loan subsidy from this program in the past? Subsidy End Date: ____/____/____ Yes () No ()

Print Applicant Name: _____ Date: _____

Signature: _____

The completed application must be forwarded to the H.I.P. office for subsidy approval by fax: 513-946-4475.

*Notice of any changes to original fax may be emailed to steve.johns@hamilton-co.org.

HIP - Hamilton County's Property Improvement Program

Description of Planned Improvements

Address of Property: _____ Name of Borrower (please print) _____

Briefly describe your planned improvements below.

**Permit requirements vary from city to city. Contact your community's building department if you have any questions.*

<i>INTERIOR Permit Work</i>	<i>EXTERIOR Permit Work</i>
<i>Examples include the installation of HVAC systems, plumbing and electrical service, basement, kitchen or bathroom remodeling, etc.*</i>	<i>Examples include installation of decks, porches, driveways and sidewalks, gas lines, water lines, sewer lines, sheds, windows and doors, roofs, gutters and downspouts, room additions, etc.*</i>
<i>OTHER:</i>	<i>OTHER:</i>
<i>INTERIOR Non-Permit Work</i>	<i>EXTERIOR Non-Permit Work</i>
<i>Examples include installation or refinishing of flooring and woodworking, the resurfacing of ceilings and walls, etc.*</i>	<i>Examples include painting, landscaping, masonry repair, awnings and insulation. Garage work is also included.*</i>
<i>OTHER:</i>	<i>OTHER:</i>

The undersigned promises to comply with all monitoring efforts required by Hamilton County and the property's municipality. Failure to do so in a timely manner may affect continued participation in the program, resulting in loss of the 3% discount.

Signature of Borrower _____ Date _____

THIS FORM MUST ACCOMPANY THE SUBSIDY APPLICATION (Forms One & Three)

HIP - Hamilton County's Property Improvement Program *Borrower's Responsibilities*

Dear Prospective Borrower:

As a HIP loan recipient, there are a few requirements you will need to meet. Once your loan closes, your municipality will receive a copy of your Application (Form #3) and the Description of Planned Improvements (Form #4). They will monitor the work on your property to insure that all loan funds are properly utilized. They may also request receipts to verify that your improvement costs are equivalent to the amount you borrowed. If funds in excess of \$500 remain after all HIP projects are complete, you will be required to pay that amount toward the loan's balance. This will have the added benefit of shortening the amount of time you must pay on the loan.

FOR PERMIT WORK- It is the borrower's responsibility to check with their municipality to determine if the planned work will require a permit. You or your contractor should contact your community's building department to ascertain what permits may be necessary and to determine if any zoning or other approvals are required.

FOR ALL WORK- You have ONE YEAR from the time your loan closes to complete all work. Save all project-related receipts and contractor invoices so that you can document project costs. If your project is likely to require most of the allotted year to complete, a monitoring schedule may be established. This will most commonly be conducted by phone at 6 and 10 months. The required final inspection will be conducted when all work is finished. As soon as all improvements have been completed, contact your community's HIP representative to schedule the final inspection. When the inspector arrives, you will be asked to complete and sign the Project Completion Form. If the inspector is satisfied that all work has been completed, s/he will forward the fully executed Project Completion Form to the HIP office. At this point, your only remaining responsibility will be to pay the remainder of the loan.

Failure to fulfill any of the above requirements could result in termination of the 3% rate reduction on your loan. It is your responsibility to ensure that all applicable requirements are met. As stated above, your community and Hamilton County reserve the right to request receipts to verify the cost of improvements if there appears to be any discrepancy.

For your protection, choose contractors who are licensed, registered and/or bonded by your municipality. The agreement with your contractor is a private one and not the responsibility of the lending institution, Hamilton County or your municipality.*

I have reviewed this letter and understand my responsibilities: _____
Borrower's signature

*The Better Business Bureau, (WWW.BBB.ORG), Federal Trade Commission, (WWW.consumer.gov), and the State Attorney General's office, 1-800-282-0515 all have information on contractor selection and home improvement tips. We encourage you to obtain their free information.

Please fax signed copy to HIP office at 513-946-4475 with the original subsidy application.