



## Hamilton County Landbank Home Repair Pilot Program Application

Thank you for your interest in the Hamilton County Landbank Home Repair Pilot Program. This pilot program helps eligible **single or two-family owner-occupied** houses in **Evanston** that need financial assistance to bring their homes in compliance with the City's code enforcement and meet building standards of safe, sanitary, and decent housing. Eligible homeowners can receive a loan of up to **\$15,000** for exterior repairs while funds are available.

To apply, simply download the program's application or call our office at 513-632-3752 to request a hard copy. Submit your completed application along with the required documents to:

**Email:** *homerepair@cincinnatiport.org*

**Mail:** *The Port, 3 East Fourth Street Suite 300, Cincinnati, OH 45202*

Please review the information to determine whether the program meets your needs according to the guidance provided.

### **Applicant Eligibility:**

Upon submittal of a complete application, an Applicant must satisfy each of the following requirements:

- A. The property must be in "simple-fee" ownership status.
- B. The Applicant should be a homeowner with income at or below **80% AMI**.
- C. The Applicant must have **received notice of code violations** from their local municipality.
- D. The Applicant must be current with real estate taxes or be on an active payment plan and mortgage payments.
- E. The Applicant, including any entity related to the Applicant, must not have been a defendant in a foreclosure action within the last five years.
- F. The Applicant must be a homeowner living in the applied property for **10+ years**.

Title search will be conducted to verify the Applicant's ownership and the tax status of the Property.



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**A. APPLICANT INFORMATION**

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1. Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Which property are you applying for?

Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

3. Mortgage Information:

Purchase price of Home: \$\_\_\_\_\_ Year Purchased: \_\_\_\_\_

Do you have a mortgage(s) on your home(s)?

Yes

No

4. Has either owner or co-owner declared bankruptcy in the past two (2) years?

Yes

No

5. Homeowner's Insurance: \_\_\_\_\_ \$ \_\_\_\_\_  
Company Name Coverage Amount

6. Has your household received home repair or weatherization services from any other programs?

Yes

No



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**B. ELIGIBILITY CRITERIA**

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1. Is your property a detached **single or two-family dwelling** unit located in **Evanston**?

Yes

No

2. Have you received any written citations from the City?

Yes; if so, explain: \_\_\_\_\_

No

3. How many people reside in your household?

\_\_\_\_\_

4. What is your total annual **household income**?

\_\_\_\_\_

5. Are you a homeowner who has lived in the subject property for the past **10 years+**?

Yes

No

6. Are your County Real Estate Taxes either current or in a payment plan with the County Treasurer?

Yes

No; if so, explain: \_\_\_\_\_



C. PLEASE indicate, which **code violations** do you have on your property? (Please fill out column 1)

Homeowner' response	OFFICE USE ONLY		
<b>Category</b>	<b>Estimated Cost</b>	<b>Description</b>	<b>Who Is Completing the Work? (Contractor Name)</b>
Painting ____			
Window Repair/ Replacement ____			
Fence Repair / Fence Replacement ____			
Siding Repair / Siding Replacement ____			
Gutter Repair / Gutter Replacement ____			
Concrete steps/walkways			
Porch Repair / Porch Replacement ____			
Roof Repair / Roof Replacement ____			
Other (Specify) _____			
Other (Specify) _____			
<b>Total Estimated Cost</b>			



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**D. GENERAL TERMS OF HOME REPAIR PROGRAM:**

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- A. Maintenance: The Applicant must maintain the property up to the City’s building code standards after the Home Repair assistance.
- B. The Hamilton County Landbank will select and engage the contractor to perform the repairs.
- C. A title search is required and will be provided by the program at no cost to the Applicant.
- D. A License Agreement and Release will be required to be signed by the Applicant prior to the commencement of work.
- E. A Completion Certificate must be signed by the Applicant and the contractor following the completion of the work.

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**E. REQUIRED DOCUMENTATION:**

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Please submit the following information with your application, where applicable:

- A copy of Valid Government Identification reflecting address*
- A copy of the declaration page of homeowner’s insurance that identifies the amount of homeowner’s insurance, date of coverage, and amount of premium.*
- A copy of most recent mortgage statement that reflects the mortgage balance, payments, and escrow information.*
- A copy of the most recent tax returns, or documents certifying Applicant’s annual income*
- A copy of the notice of code orders from the local municipality*



Hamilton County  
Landbank

**Certification:** “I hereby certify that all information provided in the application is, to the best of my knowledge and belief, true, accurate, and complete.

The undersigned agrees to the required terms of this application and attests that this application is submitted after carefully reading and understanding the program guidelines and will adhere to the program’s requirements.”

**All information provided by the Applicant(s), and the results of all inquiries shall be treated in confidence by the Hamilton County Landbank, subject to the Ohio Public Records Act**

**The Hamilton County Landbank may approve or reject applications in its sole and absolute discretion**

Applicant:

\_\_\_\_\_

\_\_\_\_\_

Print or Type Name

Date

\_\_\_\_\_

Signature

**Submission:**

Please send completed applications to the HCLRC at [homerepair@cincinnatiport.org](mailto:homerepair@cincinnatiport.org) OR via mail to: Hamilton County Land Reutilization Corporation, Attn: Applications, 3 East 4<sup>th</sup> Street, Suite 300, Cincinnati, OH 45202.