



Hamilton County Landbank Home Program Application

Thank you for your interest in the Hamilton County Landbank Home Repair Program. This program is designed to provide assistance to eligible **single or two-family owner-occupied** houses. Currently, the program is available to residents of **Northbrook, in the area Northeast of Pippin and Adams**, that need financial assistance to meet building standards of safe, sanitary, and decent housing. Eligible homeowners can receive exterior repair work of up to **\$15,000** while funds are available.

To apply, simply download the program's application or contact our office to request a hard copy. Submit your completed application along with the required documents to:

Email: *homerepair@cincinnatiport.org*

Phone: 513-632-3724

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

Applicant Eligibility:

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

- A. The property must be in "fee simple" ownership status.
- B. The Applicant should be a homeowner with income *at or below 80% AMI*. (\$76,400 for a household of four)
- C. The Applicant must require exterior repair work to preserve their home's value and meet local zoning and building codes.
- 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 subject property for **10+ years**.

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



A. APPLICANT INFORMATION

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 _____
Program Name Year

No



B. ELIGIBILITY CRITERIA

1. Is your property a detached **single or two-family dwelling** unit located in **Northbrook**?
 Yes
 No

2. Have you received any written citations from either Northbrook or Hamilton County?
 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 **repairs** you need to your property? *(Please fill out column 1)*

Homeowner' response	OFFICE USE ONLY		
Category	Estimated Cost	Description	Who Is Completing the Work? (Contractor Name)
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) _____			
Total Estimated Cost			



D. GENERAL TERMS OF HOME REPAIR PROGRAM:

- A. Maintenance: The Applicant must maintain the property up to the County'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.

E. REQUIRED DOCUMENTATION:

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*



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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 OR via mail to: Hamilton County Land Reutilization Corporation, Attn: Applications, 3 East 4th Street, Suite 300, Cincinnati, OH 45202.