

# 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
- Current Mortgage Statement
- Proof property taxes are current
- Birth Certificates for all children 17 and under
- DTE Bill (for furnace)

## **For All Household Members 18+ Provide:**

- Last 3 months of paystubs/income statements/letters
- Driver's Licenses or IDs
- Last 3 months of bank statements

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

## **WHO QUALIFIES?**

Eligible homeowners in the City of Muskegon or Norton Shores at or below 80% of Area Median Income (AMI) whose home is in need of repair or replacement of a roof, foundation, furnace, water heater, plumbing/sewer or electrical. Home must be located outside of a floodplain.

## **HOW MUCH ASSISTANCE IS PROVIDED?**

After approval, the full cost of labor and materials to replace or repair the needed area of the home.

## **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 fee (when applicable)
- Be 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
- Pay \$60 application fee as applicable upon approval

Please note, there is a waitlist for this program, and approved homes are served on a first-come first-served basis.



**Priority Home Repair Application**

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

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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