

What is the Owner-Occupied Housing Rehabilitation Program?

The goal of the Owner-Occupied Housing Rehabilitation Program is to assist low to moderate-income homeowners with the rehabilitation and conservation of the community's older housing stock. The City of Baytown will award eligible homeowners with forgivable loans to cover the cost of repairs and improvements necessary to make the property conform to public standards for decent, safe and sanitary housing as required by applicable codes. The program provides a maximum of: \$53,600 for reconstruction, \$25,000 for rehabilitation, and \$5,000 for handicap/disabled modifications. These funds are available through the Community Development Block Grant Program in the form of a five (5) year forgivable loan secured by a lien agreement on the property.

What is required to participate?

All program applicants must provide the appropriate documents to verify the following:

- Applicant owns the home;
- Applicant has occupied the home as primary resident for the past three years;
- Applicant's home must be a detached single-family home within the city limits of Baytown; excluding mobile homes, manufactured homes and accessory structures;

- Applicant is current on mortgage payments, taxes and utilities;
- Applicant must provide employment and income verification for all employed members of the applicant's household;
- Applicant or house that has previously received handicap/disabled modification assistance through the Owner-Occupied Housing Rehabilitation Program is no longer eligible for assistance;
- Applicant or house that has received rehabilitation shall only be eligible for a handicap/disabled modification;
- Applicant's household annual gross income must not exceed the below-stated maximum income limits;

FAMILY SIZE	FAMILY INCOME
1	21,350
2	24,400
3	27,450
4	30,500
5	32,950
6	35,400
7	37,800
8	40,250



How do I apply?



Call or visit the City of Baytown Community Development Office at 281-420-5396 or 2401 Market St. for an application and general information. This information may also be found on the City of Baytown's website, www.baytown.org. A completed application must be accompanied by verification documents regarding: household income, proof of homeownership; employment; household members; savings and checking account statements; current utility bill and other documents to support application information. Assistance is available on a first-come, first-serve basis to eligible homeowners as funds permit. There is a waiting list

Once approved to participate, what do I receive?



- Free property inspections;
- Bid specification and cost estimates for the work to be performed;
- Free homeowner workshop;
- Free inspections of all work in progress;
- Free permits for the rehabilitation or reconstruction.

What items may be repaired?



The items eligible for repair include, but are not limited to:

- Roof, soffit, fascia;
- Doors;
- Windows;
- Electrical;
- Plumbing Systems;
- Insulation;
- Central Heat;
- Floor, Wall, Ceiling Structures;
- Foundation.

What can I expect during the project?

City staff will be responsible for...

- Managing entire construction process;
- Conducting property inspections;
- Determining work to be done;
- Bidding Process;
- Seeking City Council approval;
- Holding Pre-construction conference;
- Overseeing rehab/reconstruction repair work.

Owner will be responsible for...

- Contacting the office for an application packet;
- Gathering all required information;
- Completing the eligibility process;
- Completing the Homeowner's Workshop (all owners and spouses must attend);
- Signing an Acknowledgement of Completion form.



Who do I contact?

Contact the City of Baytown Community Development Division at 2401 Market Street, Baytown, Texas, 281-420-5396, or visit www.baytown.org.

Program guidelines are subject to change without prior notice. ALL program guidelines; policies and procedures are subject to amendment, revision and/or termination. Submission of an application does not guarantee approval or acceptance.

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City of Baytown Planning and Development Services

Community Development Owner-Occupied Housing Rehabilitation Program

2401 Market Street
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281-420-5396
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www.baytown.org