

Dear Homeowner:

Please use this information to guide you through the Owner-Occupied Housing Rehabilitation Program application process. The Community Development Office may require you to provide additional information not listed. If you have any questions, please call Community Development at 281-420-5398.

Attach the following information with your completed housing rehabilitation application:

1. Proof of address: Most recent utility bill (electricity, gas, water).
2. Proof of all sources of income: Last three years income tax returns for the applicant and co-applicant (most recent income tax return for other employed occupants).
3. Copies of bank statements for the past three (3) months.
4. Proof of homeowner status: Copy of Deed or Warranty Deed on your home and on any other property owned (Deed of Trust or Contract for Deed will not satisfy this requirement).
5. Proof of household composition: Copies of Social Security Cards for all occupants.

A letter of receipt will be mailed to you. It will explain that you are being placed on the wait list for assistance. If your receipt letter requests additional information, please submit these items to the Office of Community Development as soon as possible.

When your name reaches the top of the wait list:

1. Staff will send you a letter asking you to submit an updated application as well as other eligibility information.
2. You will be required to attend a mandatory homeowners workshop once all requested information is received.
3. Staff will conduct a site inspection to determine the applicant's need for the repairs and to complete a Work Write-Up. Note: Modifications for the disabled shall include access ramps, grab bars, and widening of doors.
4. Staff will procure one (1) bid from at least three (3) contractors for the proposed repairs outlined in the Work Write-Up. Staff will choose the lowest, most reasonable bid submitted.
5. The contractor chosen must meet contractor requirements of the City of Baytown Community Development Division to be eligible to perform the work outlined in the Work Write-Up. The contractor must also sign the Contract Agreement.
6. Applicant will be given a tentative time-line explaining estimated beginning and ending dates for necessary repairs.
7. The applicant must sign the Contract Agreement and the Owner-Lien Agreement with the City of Baytown stipulating the requirements of the five (5) year forgivable loan.
8. Any homeowner who falsifies information will be disqualified from this program and all other programs offered by the Community Development Division.