



ALLEN COUNTY LAND REUTILIZATION CORPORATION (ACLRC)

Due Date: 12:00 pm on March 6, 2023



2023 HOME IMPROVEMENT PROGRAM (HIP) APPLICATION ALLEN COUNTY LAND BANK

Dear Applicant,

The Allen County Land Reutilization Corporation, an Ohio not-for profit corporation, (also known as the Allen County Land Bank) is offering a Home Improvement Program (HIP) focusing on health and safety home repairs to eligible owner-occupied households that are located in Allen County, Ohio but outside of the incorporated boundaries of the City of Lima. This is an opportunity for those owner-occupied households located outside incorporated boundaries of the City of Lima in Allen County to participate in a home repair program similar to home improvement programs offered by the City of Lima to the residents of the City of Lima.

This packet includes:

1. The HIP Application Eligibility Criteria Checklist, to be signed and dated, to verify that you meet the HIP requirements and that you have all of the required information for your application to be processed.
2. The HIP Application for the Allen County Land Bank Home Improvement Program. The Application will need to be completed in its entirety, including contact information and a signature. Any questions or concerns about the application can be answered by calling Haylee Lowry (419)228-3700 Ext. 8805 or emailing hlowry@allencountyohio.com.
3. Home Improvement Termination Policy, signed and dated.

PLEASE NOTE: Due to limited funding, the Allen County Land Bank will need to focus on serious health and safety repairs first before looking at cosmetic issues, and therefore, not all HIP Applications will be approved. In the application, please feel free to mark up to two issues with your property. We will endeavor to remediate as many projects as we can and as funds allow, however, again with a focus and priority on those projects concerning health and safety repairs. The Allen County Land Bank will examine several factors in determining eligibility and selection of participation into the Home Improvement Program including, but not limited to, repairs requested, urgency,



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condition of the home, real estate tax and mortgage delinquency, and ability to afford repairs. Further, due to the limited funding, each Application that is approved shall have a maximum repair limit not to exceed \$20,000.00. A 3% owner contribution toward the repair is required in most circumstances.

Mobile Homes are eligible for this funding as well if it meets the criteria.

***SUBMITTING AN APPLICATION DOES NOT GUARANTEE YOU WILL BE APPROVED FOR THIS PROGRAM.
APPROVAL OR DENIAL OF APPLICATION WILL BE REPORTED TO YOU.***

Please call if you have any questions.

Haylee Lowry
Land Bank Specialist
Phone: 419-228-3700 Ext. 8805
Office Hours: Monday – Friday 8:00 am to 4:30 pm
Email: hlowry@allencountyohio.com

Rachael Gilroy
Administrator

Bob Hoelscher
Land Bank Field Specialist



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ELIGIBILITY CRITERIA CHECKLIST

Home Improvement Program (HIP)

Applicant Must:

- Own the home, which must be single family residential structure, and live in the home for at least the prior three (3) years (SINCE February 1, 2020)
- All real estate taxes and assessments for the property must be current, or Applicant must be on an established current payment plan in compliance with its terms
- Applicant must have evidence of valid Homeowners Insurance
- Be unable to afford repairs on your own
- Be able to contribute 3% of the repair/replacement value towards the project
- Repairs are necessary for the safety and/or health of its occupants and/or the surrounding properties
- Property is in Allen County, Ohio but outside of the incorporated boundaries of the City of Lima (City of Lima residents should apply for a similar assistance program through the City of Lima)
- Allow officials onto/inside the property to inspect the reported conditions and arrange for repair estimates
- If accepted into the program, sign an agreement between the Allen County Land Reutilization Corporation, selected Contractor, and Property Owner(s) in Title
- Home must be in sound structural condition for requested work to be performed**
- Submit evidence of repairs that are needed. (pictures, estimates, etc.)
- If the Property is encumbered by a mortgage, the Applicant must be current on all mortgage payments.
- Applicant has read and signed the Home Improvement Program Termination Policy

Acknowledgement by Applicant of Eligibility Criteria for Home Improvement Program:

Signature of First Applicant/Owner: _____ Date: _____

Signature of Second Applicant/Owner: _____ Date: _____



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Application Number _____ Date Rec'd _____

Home Improvement Program Application

Due Date: 12:00 pm on March 6, 2023

***Application must be completed and signed by all owners in title of the property. This Application must be completed in its entirety. Please do not leave any questions blank.**

Name of First Applicant/Owner: _____

First Applicant/Owner Phone: _____ Email: _____

Name of Second Applicant/Owner: _____

Second Applicant/Owner Phone: _____ Email: _____

Address of Property: _____

Township, Village, or City: _____

Do you live in and own the property listed above? Yes No For how long? _____ (years)
If no, please explain: _____

Is the home a single family residential structure? Yes No

Is this a mobile Home? Yes No

Is the property located within Allen County, Ohio and outside of the incorporated boundaries of the City of Lima? Yes No

Can you afford these repairs without assistance? Please explain: _____

Are you current on your payment of Real Estate Taxes? Yes No

If "NO" – are you on a current payment plan for Real Estate taxes and in compliance with its terms? Yes No

Do you have homeowners Insurance? Yes No Agent: _____ Attach copy

Do you have a mortgage on the property? Yes No If "YES" – Are you current on your mortgage payments? Yes No



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Income Guidelines:

Household Size _____

I hereby certify and can verify that our Household Income falls at or below the guidelines below:

Number of Household Members	1	2	3	4+
Household Income Does Not Exceed	\$41,335.50	\$47,235.50	\$53,135.50	Add \$5,900 per person

I hereby certify that our household income exceeds the guidelines set for the above, but due to circumstances listed, I cannot afford the repairs I'm requesting assistance for:

***Note: Verification of household income is required to be provided by Applicant at time of scheduled inspection which household income verification shall include the prior years' Federal Tax Returns for all household members.**

The property owner is asked to contribute a minimum of 3% of the cost of the repairs or replacements being sought. This will be payable to the Allen County Land Bank at the start of the project, and will be used towards the costs of the project.

Are you able to contribute a minimum of 3% of the cost of the repairs or replacements being sought? Yes No
If "NO"- Please explain why you are not able to contribute?

Allen County Land Bank will be responsible for retaining the services of a qualified, insured contractor to perform the services being provided.

Allen County Land Bank will need to verify the services being requested, and will notify you of their estimated day and time of arrival to inspect the condition of the property. Contractors may also be present to provide estimates of the services and materials being requested. Applicant hereby authorizes the Allen County Land Reutilization Corporation, including its officers, employees, representatives, agents and contractors, to enter the property and inspect the interior and/or exterior of the structure located on the property for purpose of processing the Application.

The Allen County Land Bank is extremely happy to help our community to become healthier and safer. Please understand, due to limited funding we are going to prioritize health and safety concerns first, and then move toward more cosmetic issues; therefore, not all HIP Applications will be approved.



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For Applications which have been approved, a contract between the Contractor, all Property Owner(s) in title, and the Allen County Land Reutilization will be required before work is started.

Please state your preferred method of contact: _____ IF WE ARE UNABLE TO REACH YOU , YOUR APPLICATION MAY NOT BE PROCESSED. Mail is not an appropriate method for this project.

Applicants agree to have a small sign placed in their yard for up to four weeks, indicating the project is part of the Home Improvement Program.

Signing the Application indicates your understanding of the Home Improvement Program, and your willingness to participate in the requirements.

Applicant Certification: I/We certify that the enclosed information is accurate and complete to the best of my/our knowledge and belief. I/We also understand that any statement of misinformation, impersonification, or failure to disclose can result in a denial or delay in the processing of my application. I/We understand that there are limited funds as part of the Home Improvement Program with a priority for health and safety concerns and that not all Applications will be approved. I/We understand that the completion of this form and initial site assessment does not guarantee that I will receive repair services. I/We understand that the Allen County Land Reutilization Corporation examines several factors including repairs requested, urgency, condition of the home, real estate tax and mortgage delinquency, and ability to afford repairs. I/We understand that I/we may be required to complete other forms and provide additional information.

Signature of First Applicant/Owner: _____

Date: _____

Signature of Second Applicant/Owner: _____

Date: _____



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Home Improvement Program (HIP) Termination Policy

The mission of the Allen County Land Reutilization Corporation's (ACLRC) Home Improvement Program (HIP) is to restore neighborhoods by providing quality housing through necessary home repair services to eligible homeowners. Regardless of eligibility, an applicant may not receive assistance through ACLRC Home Improvement Program when the homeowner is responsible for conditions that obstruct that mission. Such conditions include, but are not limited to:

1. When an owner knowingly misrepresents information relevant to his or her eligibility for assistance through the program.
2. When, following the initial inspection of the home, a determination is subsequently made that the home is not structurally sound or cannot be rehabilitated economically.
3. When the applicant/homeowner fails to demonstrate normal and responsible care of the property. Such failure would include willfully allowing:
 - a. Abuse by animals: evidence of unsanitary conditions or of severe damage to floors, carpets, furnishings, or yards caused by animal feces or urine.
 - b. Illegal or improper use of the property: use of the property for purposes other than as a residence in violation of building and zoning ordinances and/or criminal statutes.
 - c. Deliberate abuse: excessive damage to the home or fixtures, not easily attributable to normal wear and tear.
 - d. Poor housekeeping and maintenance: extreme conditions of clutter or filth in or around the house when such conditions:
 - i. Constitute a potential health or safety hazard to staff, contractors, employees or others; and/or
 - ii. Will severely hamper or increase the cost of rehabilitation work; and/or
 - iii. Would adversely impact the appearance of the neighborhood after rehabilitation work is completed.
4. The homeowner, resident or applicant's agent becomes verbally or physically abusive and/or threatens ACLRC staff members, contractors, subcontractors, or employees of contractors.
5. When, during the course of the repair process, the homeowner continually does not respond to or obstructs ACLRC staff, the contractors, their subcontractors or employees as they attempt to discharge their required responsibilities in good faith under the written terms of HIP.

By signing this document, the undersigned is acknowledging the conditions of the Home Improvement Program Termination Policy and should any part of this Policy be violated at any time, ACLRC at its sole discretion may deny the application for the Home Improvement Program or if an application has already been approved then to remove the homeowner from the Home Improvement Program and, if necessary, contact the appropriate authorities. Should an application have been approved and there is a subsequent removal from the program due to conditions set forth in the Termination Policy, then the ACLRC does not warrant any work completed nor will any further work be performed and the project will be left "AS IS, WHERE IS".

Printed Name:	Date:
Signature:	
Printed Name:	Date:
Signature:	



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