

Application  
for

Greater Morris County Development Corp.  
2023 Owner Occupied Home Rehab Program



*This application must be filled out completely to be considered for funding.*

**Personal Information:**

Applicant \_\_\_\_\_ Co-Applicant \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Age \_\_\_\_\_

Social Security # \_\_\_\_\_ Social Security # \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Is Applicant or Co-Applicant a Veteran? Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Household Members: (Name, Date of Birth) \_\_\_\_\_

\_\_\_\_\_

Total Number of Household Members: \_\_\_\_\_

**Home Information:**

Address \_\_\_\_\_ City \_\_\_\_\_, KS Zip \_\_\_\_\_

County \_\_\_\_\_ Approximate Year House Built \_\_\_\_\_ Square Feet \_\_\_\_\_

# Stories \_\_\_\_\_ # Bedrooms \_\_\_\_\_ # Bathrooms \_\_\_\_\_ Basement? (Y/N) \_\_\_\_\_

Garage? (Y/N) \_\_\_\_\_ Attached/Detached? \_\_\_\_\_ Size \_\_\_\_\_

How long have you owned your current home? \_\_\_\_\_ Amount Owed \$ \_\_\_\_\_

Description of Repairs/Rehab Requested \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Income/Employment Information:**

**Applicant:** If retired or not employed, check here \_\_\_\_\_ and proceed to Other Income section

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Position \_\_\_\_\_ Length of Employment \_\_\_\_\_

Full Time \_\_\_\_ Part Time \_\_\_\_ # Hours Worked/Week \_\_\_\_ Wages \$\_\_\_\_\_/hr. \$\_\_\_\_\_/Month

Wages from second job \$\_\_\_\_\_/hr. TOTAL ANNUAL WAGES \$\_\_\_\_\_

\*\*\*\*\*

**Co-Applicant:** If retired or not employed, check here \_\_\_\_\_ and proceed to Other Income section

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Position \_\_\_\_\_ Length of Employment \_\_\_\_\_

Full Time \_\_\_\_ Part Time \_\_\_\_ # Hours Worked/Week \_\_\_\_ Wages \$\_\_\_\_\_/hr. \$\_\_\_\_\_/Month

Wages from second job \$\_\_\_\_\_/hr. TOTAL ANNUAL WAGES \$\_\_\_\_\_

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Are there another household members age 18 and over that have earned income? (Y/N) \_\_\_\_\_

If Yes, total annual income \$\_\_\_\_\_

**Other Income:**

Social Security Benefits (Applicant) \$\_\_\_\_\_/Yr.

Social Security Benefits (Co-Applicant) \$\_\_\_\_\_/Yr.

Pensions/Annuities/Other Retirement Income \$\_\_\_\_\_/Yr.

Rental Income or Contract Sale Payments from last tax return \$\_\_\_\_\_

Net Farm or Self Employed Income from last tax return \$\_\_\_\_\_ (net P & L PLUS depreciation)

Other Miscellaneous Income \$\_\_\_\_\_/Yr. (unemployment, disability, alimony, child support)

TOTAL HOUSEHOLD INCOME (all wages and other types of income) \$\_\_\_\_\_

By signing below, I/we acknowledge and agree to the following:

1. I/we have been offered and will consider participating in financial education and/or credit counseling;
2. I/we will be involved and participate in decisions affecting our renovation project;
3. I/we agree to participate in the Homebuyer/Homeownership Counseling offered by GMDC

X \_\_\_\_\_ Date \_\_\_\_\_ X \_\_\_\_\_ Date \_\_\_\_\_  
Applicant Co-Applicant

### Application Checklist

Once the Application has been reviewed and eligibility has been determined, all information will be verified and documented. Final eligibility determination will be made once all of the documentation has been received and reviewed. It is the applicant’s responsibility to submit all documentation. 3<sup>rd</sup> party verifications from employer and lender need to be sent directly from them to GMDC.

	Date Submitted
<b>Completed Application Form</b>	_____
<b>1. Copy of valid picture ID of applicant and co-applicant</b>	_____
<b>2. Copy of Deed to Home</b>	_____
<b>3. Copy of paid Real Estate Tax Statement</b>	_____
<b>4. Copy of current homeowners insurance policy or proof of insurance</b>	_____
<b>5. Verification of all loan and mortgage amounts and status</b>	_____
<b>6. Latest pay stubs for all household members over 18 years old</b>	
1. Applicant	_____
2. Co-Applicant	_____
3. Occupant 3	_____
4. Occupant 4	_____
<b>7. Employment Verification Form (optional if # 6 is unavailable)</b>	
1. Applicant	_____
2. Co-Applicant	_____
3. Occupant 3	_____
4. Occupant 4	_____
<b>8. Last year’s signed federal tax return (if self employed, farm or rental income)</b>	_____
<b>9. Last 2 bank statements on ALL bank accounts</b>	_____
<b>10. Complete Social Security Benefits Letter (if applicable)</b>	_____
<b>11. Pension/Annuity/401K/IRA statements if receiving regular payments</b>	_____

# Qualification Instructions

The application form will be used to determine program eligibility and the basis for completing the necessary forms and documentation prior to approval and funding. A final review is made by the Federal Home Loan Bank of Topeka (FHLB) of the documentation and renovation costs. *There may be questions or additional documentation needed after the renovation is completed.*

Fill out all requested information on both pages of the application form. Greater Morris County Development Corporation (GMDC) shall review the application and determine if the application meets the program requirements and criteria. Keep the provided checklist and once you have been notified of Income qualification, begin gathering the documentation requested on the checklist. You may need to obtain consent forms from GMDC for employment and loan documentation requests. Final qualification shall be made by GMDC once the documentation has been reviewed and verified.

You can submit documentation as it is completed, or you can submit all of the documentation at one time. If employment verification is needed, it must be sent directly to GMDC by the employer. Once all of the documentation is reviewed and verified by GMDC's grant specialists, the scope of work and cost estimates will be developed. GMDC will require contractors to be pre-approved prior to work being performed. Contractors will be required to submit a detailed bid to include all material and labor costs as well as a project completion date. ONCE APPROVED, A GMDC REPRESENTATIVE WILL CONTACT THE CONTRACTOR AND HOMEOWNER. NO WORK SHALL BEGIN UNTIL GMDC SENDS THE CONTRACTOR A NOTICE TO PROCEED, EITHER BY EMAIL OR FAX.

Upon completion of the renovation work, a third-party inspector will inspect the work performed and confirm work was acceptable and completed according to the contractor's bid. The contractor will be paid within 25 days of satisfactory completion of the renovation project by GMDC.

You will be required to participate in Homebuyer/Homeownership counseling offered by GMDC as a condition of receiving the grant.

**Direct all inquiries and documentation to:**

Stephanie Watson, Grant Specialists  
gmdcoorgrant@gmail.com  
Greater Morris County Development Corporation  
315 W Main St. Council Grove, KS 66846  
Phone: 620-767-7355 GMDC,  
Tracy Henry, Director  
director@morriscountydevelopment.com  
Application questions please call 785-224-3665  
Email:  
gmdcoorgrant@gmail.com