

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 \$_____

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. 3rd party verifications from employer and lender need to be sent directly from them to GMDC.

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

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,
Application questions please call 785-224-3665
Email:
gmdcoorgrant@gmail.com