



## WORKING IN NEIGHBORHOODS Housing

### Emergency Repair Program Application Instructions

Thank you for your interest in the Emergency Repair Program. Attached you will find a brochure that explains the program and a full application. Please fill out the Grant Application in full and return the pages with the RED X to our team to review and process. You will also need to provide a copy of the following documents listed below with the application.

- Proof of Income information- including anyone over the age of 18 in household.
  - If you receive any of the following.
    - At least 2 most recent check stubs
    - Social security awards letter
    - SSI
    - Disability
    - Pension
    - Child support
    - Unemployment benefits
  
- Copy of Deed To Home – **DEED MUST BE IN APPLICANTS NAME**

Before your application can be processed, all of the above must be turned in. Please return in enclosed envelope.

Return Methods:

- Mail
  - City of Tulsa  
Attn: WIN Housing  
175 E 2<sup>nd</sup> St, Suite 480  
Tulsa, OK 74103
  
- Email
  - [housing@cityoftulsa.org](mailto:housing@cityoftulsa.org)
  
- Fax
  - 918.699.3239

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If you have any questions, please call **918-576-5552** for assistance

Thank you  
WIN Housing Team

# WORKING IN NEIGHBORHOODS HOUSING DIVISION



The WIN/Housing Division provides assistance with home repairs to homeowners who reside within the City of Tulsa through its federally funded grant and loan programs. For more information call **(918) 576-5552**.

## EMERGENCY REPAIR GRANT

A \$5,000 grant is available for qualified applicants to repair home conditions that threaten the health and/or safety of the occupants. The applicant must own and occupy the residence where the repairs are made and qualify financially. The grant does not require repayment.

**Areas of Service:** Electrical, Plumbing, Roofs, Heating, Air Conditioning, and Sewer-Line Repair.

## REHABILITATION LOAN PROGRAM

A \$35,000 maximum loan is available to assist homeowners with repairs to their residence. Each home is given a rigorous inspection that includes Electrical/Mechanical/Plumbing (EMP), Structural and Interior repairs and testing for Lead-Based Paint (LBP). The applicant must own and occupy the residence, which must be located within the city limits. There is no interest charged on the loan and it will be forgiven after five years of continued occupancy.

**Areas of Service:** Lead-Based Paint, Electrical, Plumbing, Security (Doors and Windows), Roofs, Heating and Air, Interior Repairs, and Weatherization.

## HOME REPAIR PROGRAMS – INCOME LIMITS

1 Person   2 Persons   3 Persons   4 Persons   5 Persons   6 Persons   7 Persons   8 Persons

Deferred Payment Loan (Forgivable) - DPL - 80%								
<b>Annual</b>	\$35,800	\$40,900	\$46,600	\$51,100	\$55,200	\$59,300	\$63,400	\$67,500
<b>Monthly</b>	\$2,983	\$3,408	\$3,883	\$4,258	\$4,600	\$4,941	\$5,283	\$5,625
Emergency Repair Program - ERP - 50%								
Annual	\$23,500	\$26,850	\$30,200	\$33,550	\$36,250	\$38,950	\$41,650	\$44,300
Monthly	\$1,958	\$2,237	\$2,516	\$2,795	\$3,020	\$3,245	\$3,470	\$3,691

**Working in Neighborhoods**  
 Housing Division  
**(918) 576-5552**  
[housing@cityoftulsa.org](mailto:housing@cityoftulsa.org)



EQUAL HOUSING OPPORTUNITY This program is financed in whole or in part by funds from the U.S. Department of Housing and Urban Development as administered by the City of Tulsa.







**AFFIDAVIT**

I/We \_\_\_\_\_  
**Name(s)**

of lawful age, being first duly sworn upon oath, state that I/We have owned and occupied the property at \_\_\_\_\_.

Tulsa, Oklahoma since \_\_\_\_\_.  
**Date**

I/We further state that my/our gross income is \$ \_\_\_\_\_ per month.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

STATE OF OKLAHOMA)  
  )ss.  
COUNTY OF TULSA    )

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT:** U.S.C. Title 18, Section 1001 provides whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five years or both.



**CDBG Program  
Eligibility Release Form**

Organization requesting release of information  
City of Tulsa, 175 E. 2<sup>nd</sup> St. Ste. Tulsa, OK 74103.

*Information Covered:* Inquiries may be made about items initialed by applicant/tenant.

*Purpose:* Your signature on this HOME Program Eligibility Release Form, and the signatures of each member of your household who is 18 years of age or older, authorizes the above-named organization to obtain information from a third party relative to your eligibility and continued participation in the:

**CDBG Homeowner Rehabilitation Program**

*Privacy Act Notice Statement:* The Department of Housing and Urban Development (HUD) is requiring the collection of the information derived from this form to determine an applicant's eligibility in a CDBG Program and the amount of assistance necessary using CDBG funds. This information will be used to establish level of benefit on the CDBG Program; to protect the Government's financial interest; and to verify the accuracy of the information furnished. It may be released to appropriate Federal, State, and local agencies when relevant, to civil, criminal, or regulatory investigators, and to prosecutors. Failure to provide any information may result in a delay or rejection of your eligibility approval. The Department is authorized to ask for this information by the National Affordable Housing Act of 1990.

*Instructions:* Each adult member of the household must sign a CDBG Program Eligibility Release Form prior to the receipt of benefit and on an annual basis to establish continued eligibility. Additional signatures must be obtained from new adult members whenever they join the household or whenever members of the household become 18 years of age.

**NOTE: THIS GENERAL CONSENT MAY NOT BE USED TO REQUEST A COPY OF A TAX RETURN. IF A COPY OF A TAX RETURN IS NEEDED, IRS FORM 4506, "REQUEST FOR COPY OF TAX FORM" MUST BE PREPARED AND SIGNED SEPARATELY.**

	Verification Required	Initials
Income (all sources)		
Assets (all sources)		
Child Care Expense		
Handicap Assistance Expense (if applicable)		
Medical Expense (if applicable)		
Other (list) _____ _____		
Dependent Deduction ____ Full-Time Student ____ Handicap/Disabled ____ Family Member ____ Minor Children		

*Authorization:* I authorize the above-named CDBG Participating Jurisdiction and HUD to obtain information about me and my household that is pertinent to eligibility for participation in the CDBG Program.

I acknowledge that:

- (1) A photocopy of this form is as valid as the original.
- (2) I have the right to review the file and the information received using this form (with a person of my choosing to accompany me).
- (3) I have the right to copy information from this file and to request correction of information I believe inaccurate.
- (4) All adult household members will sign this form and cooperate with the owner in this process.

X

Other Adult Member of the Household—Signature, Printed Name, and Date:  
Family Member #1

Other Adult Member of the Household—Signature, Printed Name, and Date:  
Family Member #2



# THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT

**WARNING**  
WORK AREA  
POISON  
NO SMOKING  
OR EATING

**CAUTION CAUTION CAUTION CAUTION**

Important lead hazard information for families, child care providers and schools.



I acknowledge receipt of the above brochure on \_\_\_\_\_ (Date)

Signature

Signature



**WORKING IN NEIGHBORHOODS (WIN), HOUSING DIVISION  
Income Certification Checklist**

Please circle Y for yes or N for no next to each source of income and each asset that you currently have.

Y	N	I am Employed	Y	N	I have a Checking Account
Y	N	I am Self Employed	Y	N	I have a Savings Account
Y	N	I receive tips, bonuses or commissions	Y	N	I own personal property for Investment purposes
Y	N	I receive Social Security	Y	N	I own Real Estate
Y	N	I receive SSI	Y	N	I have Certificates of Deposit
Y	N	I receive income from retirement or Pension funds	Y	N	I have IRA or KEOGH accounts
Y	N	I receive Unemployment Compensation	Y	N	I have stocks and/or bonds
Y	N	I receive Workers' Compensation benefits	Y	N	I have money market Accounts
Y	N	I receive TANF	Y	N	I have a retirement/pension Account with cash value
Y	N	I receive Child Support, or Alimony	Y	N	I have a life insurance policy With cash value
Y	N	I have a child under the age of 18 With income (unearned)	Y	N	I own a Contract for Deed
Y	N	I receive Disability, or Death Benefits	Y	N	I have sold or given away an Asset for less than it was worth in the last two years
Y	N	I receive regular payments from Insurance policies	Y	N	I have another residence which I continue to maintain
Y	N	I receive income from a trust fund	Y	N	I have other assets not Listed above
Y	N	I regularly receive gifts of Cash	Y	N	My checking and/or savings account is used for direct deposit of my Social Security benefits.
Y	N	I receive income from Rental Property			
Y	N	I have other income not listed above			

I hereby certify that the information I have given on this income certification checklist for the purpose of obtaining assistance from the WIN Department, is true and complete to the best of my knowledge. I also certify that I will provide source documentation to validate my responses given on this checklist. I understand that giving false or incomplete information may result in denial of assistance by the WIN Department.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**