



Home Repair Loan Program Application

***Disclaimer:** Only those who live inside Seattle can apply for the Home Repair Loan program. **If your property is located outside of Seattle** (for example: SeaTac, Burien, or Shoreline) you cannot apply to this program. However, you can call King County Housing Repair for information on other home repair programs. Call 206-263-9095 or visit [Housing Repair - King County, Washington](#).

Required Documents Checklist

You must include this checklist in your application

Please review the following list of items and check-off each item once it has been completed. You will include this checklist when you submit your application.

☐ **1. List of major repairs needed:**

☐ **2. Resident Information.**

This form must be completed listing all the people living in your home, whether they are related to you or not. Please note that renters must be included in the Resident information form, but their income is excluded from overall household income. The Resident Information Form can be located on Pages 3 through 4.

☐ **3. Income Documentation**

All residents living in your home, including family members, must send copies of their income. Send only those items that apply to you from the list below:

If: You have Earned Income (Examples: Paystubs, Paychecks, or Wages)	Then: You must send at least the last two (2) months of copies of your most recent pay stubs. These documents must include your legal name and address.
If: You've withdrawn from any Investment Accounts within the past 2 months from the date of applying. (Examples: IRAs and/or CDs)	Then: You must send a statement or letter from your provider.
If: You receive Child Support Income	Then: You must send a statement showing payments received and *if applicable* a copy of your full Parenting plan.
If: You receive Pension or Retirement Income	Then: You must send a form or letter from the company where you receive payments. Please send the most current year letter with payment information included.



If: You receive Unemployment Payments or Claims from the Employment Security Department	Then: You must send a copy of your records from the Employment Security Department. You can request a copy of your record or claim history by going on their website: https://esd.wa.gov/newsroom/public-records - OR- Or you can call our office at 206-684-0244 to request this form.
If: You receive Social Security or SSI Payments	Then: You must send a copy of your benefits form/letter showing the current year's monthly payments . The copy of your benefit letter/form must show your full legal name and address. Do not send your 1099 Form. To request a copy of your benefits letter/form, use the following link: https://www.ssa.gov/myaccount/ - OR- Call: 1 (800) 772-1213
If: You receive Rental Income (Examples: renting out a room on your property, owning multiple properties, or renting out a detached unit)	Then: You must send a copy of your most recent rental agreement.
If: you receive alimony	Then: You must provide documentation of the monthly payments received.
If: You are self-employed	Then: You must send in a Profit & Loss statement (current year) and a statement on what your projected anticipated earnings for the year will be.

☐ **4. IRS Tax Filings**

If: you file taxes	Then: You must send copies of tax filings (all pages) from the previous 2 years, and schedules (not worksheets). If you don't have a copy, Go online: https://www.irs.gov/individuals/get-transcript . Transcript types and ways to order them Internal Revenue Service (irs.gov) If you don't file taxes: get the IRS form 4506-T <u>Request for Transcript of Tax Return</u> or go online to get your copy from www.irs.gov or call 1-800-908-9946 Reminder: When sending the form to IRS, print clearly. The IRS has strict guidelines and may reject if not clearly legible. They will send information back to you, then you will send it in with your completed application.
---------------------------	--



☐ **5. Asset Information**

If: you have checking and savings accounts	Then: You must send a copy of the last 2 months' statements from both your saving and checking accounts.
---	---

☐ **6. Homeowner Insurance Policy**

If: you have homeowner's insurance	Then: You must send proof of current homeowner's insurance (yearly statement showing dollar coverage and term date)
---	--

☐ **7. Mortgage**

If: you have a mortgage	Then: You must send a copy of your most recent mortgage statement
--------------------------------	--

Do you have a reverse mortgage? ☐ Yes ☐ No

Resident Information Form

Disclaimer By providing the following information you are authorizing the City of Seattle Office of Housing to pull credit information for anyone listed above. If you are legally married, your spouse's credit information will be collected as part of the application process. Please review "[Home Repair Loan Program Process: How It Works](#)" for more information.

Note: If you are legally married, please provide your spouse's information in the "Information Regarding Additional Co-applicant" section.

Applicant full name: _____

Phone Number: _____ TTY: _____

Date of birth: _____ E-mail: _____

What are your Preferred Gender Pronouns?

☐ She/her ☐ He/him ☐ They/them ☐ No Preference ☐ Other: _____

Current Street Address: _____

City: _____ State: _____ Zip code: _____

Marital Status: ☐ Married ☐ Unmarried

Current Employer Name: _____ Social Security Number: _____



Seattle Office of Housing

Information Regarding Co-Applicant

Co-Applicant full name: _____

Phone Number: _____ TTY: _____

Date of birth: _____ E-mail: _____

Current Street Address: _____

City: _____ State: _____ Zip code: _____

Marital Status: ☐ Married ☐ Unmarried

Current Employer Name: _____ Social Security Number: _____

List the full legal names of everyone **permanently** living in the home, whether they are part of your family or not. Include **yourself, other adults, and children**. If more than four (4) people live in your household, attach a separate page listing everyone currently living in the home.

Applicant (Owner): Full name: _____

Date of birth: _____ Gross monthly income: _____

Co-Applicant: Full name: _____

Relationship: _____ Date of birth: _____ Gross monthly income: _____

Other Member 1: Full name: _____

Relationship: _____ Date of birth: _____ Gross monthly income: _____

Other Member 2: Full name: _____

Relationship: _____ Date of birth: _____ Gross monthly income: _____

Other Member 3: Full name: _____

Relationship: _____ Date of birth: _____ Gross monthly income: _____

Other Member 4: Full name: _____

Relationship: _____ Date of birth: _____ Gross monthly income: _____

Do you have more than 4 household members? ☐ Yes ☐ No

If yes, please attach a separate page listing each member's full name, relationship to you, date of birth, and gross monthly income.



Household Demographics

Household demographic information helps us better serve all Seattle residents.

***Disclaimer:** These questions are optional. Your application will still be processed even if you do not complete this section.

1. Are there any household members that fall under the following demographics?

(Please select all that apply)

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic, Latino of any race, or Spanish
- ☐ Middle Eastern or North African
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White
- ☐ Another race or ethnicity (please specify): _____

2. Let us know which language you'd prefer:

- ☐ Amharic
- ☐ Arabic
- ☐ English
- ☐ Japanese
- ☐ Khmer
- ☐ Korean
- ☐ Laotian
- ☐ Oromo
- ☐ Russian
- ☐ Somali
- ☐ Spanish
- ☐ Tagalog
- ☐ Thai
- ☐ Tigrinya
- ☐ Traditional Chinese
- ☐ Vietnamese
- ☐ Language not listed: _____



Acknowledgement and Agreement

The undersigned specifically acknowledge(s) and agree(s) that: (1) the loan requested by this application will be secured by a mortgage or deed of trust on the property described herein; (2) the property will not be used for any illegal or prohibited purpose or use; (3) all statements made in this application are made for the purpose of obtaining the loan indicated herein; (4) occupancy of the property will be as indicated above; (5) verification or re-verification of any information contained in the application may be made at any time by the Lender, its agents, successors and assigns, either directly or through a credit reporting agency, from any source named in this application, and the original copy of this application will be retained by the Lender, even if the loan is not approved; (6) if any of my/our circumstances change prior to closing, I/we understand we must provide updated information.; (7) in the event my/our payments on the loan indicated in this application become delinquent, the Lender, its agents, successors and assigns, may, in addition to all their other rights and remedies, report my/our name(s) and account information to a credit reporting agency; (8) ownership of the loan may be transferred to successor or assign of the Lender without notice to me and/or the administration of the loan account may be transferred to an agent, successor or assign of the Lender with prior notice to me; (9) the Lender, its agents, successors and assigns make no representations or warranties, express or implied, to the Borrower(s) regarding the property, the condition of the property, or the value of the property.

I give the Seattle Office of Housing (City) permission to submit requests or release information to other non-profit organizations or government agencies for the purpose of providing assistance to me. Such information may include but is not limited to my application, income and related documents, results of inspections conducted by the property rehabilitation specialist, the home repair scope of work and completed repairs. Such information may result in my receiving or being denied other City assistance. I authorize the City to enroll me in all City or King County assistance programs for which I am eligible.

You are hereby authorized to release to the City of Seattle, The Office of Housing (OH), and The Department of Human Services (DHS), any information which you may have in your files concerning the undersigned, including, but not limited to, employment records, bank accounts, loan accounts, credit and financial reports, and mortgage and contract amounts.

The information you provide will be used for the purpose of reviewing your application. The City of Seattle may share the information you provide with City of Seattle departments for the purpose of providing you with information on additional programs for which you may be eligible. If you provide consent to enroll in an additional program for which you are eligible, the City of Seattle may also share the information with City of Seattle departments to enroll you in the additional program. We will not knowingly share your information for enforcement purposes of any kind or for any other reason unless compelled by law. To learn more, please see the Public Records Act (RCW Chapter 42.56). The City of Seattle Privacy Statement explains how we handle the information you give us.

Certification: I/We certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature(s) on this application and acknowledge my/our understanding that any intentional or negligent misrepresentation(s) of the information contained in this application may result in civil liability and/or criminal penalties including, but not limited to, fine or imprisonment or both under the provisions of Title 18, United States Code, Section 1001, et seq. And liability for



Seattle Office of Housing

monetary damages to the Lender, its agents, successors and assigns, insurers and any other person who may suffer any loss due to reliance upon any misrepresentation which I/we have made in this application. I certify I have received and read a copy of "Protect Your Family from Lead Based Paint."

Applicant's Signature

Date

Co-Applicant's Signature

Date