

Ordered Steps of the Rehabilitation

1. Submittal of a complete SHIP Rehab Application.
2. Certification of Income must be signed to determine program eligibility by SHIP Program Analyst.
3. Initial inspection will be held to determine repairs in order of priority by the SHIP Inspector. The inspection report will be reviewed to prioritize repairs and determine overall home eligibility.
4. The homeowner will meet the SHIP Inspector to sign the Scope of Work and Disclaimer.
5. A pre-bid conference with contractors to survey and bid work will be scheduled.
6. The job will be awarded to a contractor. Contract must be signed between the homeowner and contractor and submitted to the CDC before any work is started.
7. The homeowner will meet the SHIP Program Analyst to sign a Mortgage Deed and Promissory Note for the amount of repairs.
8. During progress of repair work, there will be periodic inspections. The homeowner will be asked to sign off on these for payment, based on work completed.
9. If applicable, Mortgage Modification is executed after repairs are complete. Contingent upon change orders and adjustments to the Original Mortgage and Note.

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*****There may be a waiting list for
SHIP Rehabilitation Funds.***

**Okaloosa
HOUSING
PARTNERS**

**REHABILITATION
PROGRAM**

Revised March 2015

**In Partnership with
The Homeowner
The Builder
The Community**

Revised Jun 2014

The Okaloosa Housing Partners

The Rehabilitation Program provides housing assistance under the STATE HOUSING INITIATIVE PARTNERSHIP (SHIP) program. This program makes home rehabilitation available to a wider range of homeowners by providing assistance to low and very low-income families.

SHIP Program Rehabilitation Repairs

include those that:

- Are required for health and safety reasons
- Increase the useful life and energy efficiency of the home

Possible repairs may consist of repairing part of the building envelope (roof, windows and doors) adding insulation and reducing air infiltration, or upgrading electrical and plumbing.

The funds are not a grant. You are required to sign a Mortgage and Note before any work will be performed. This is a 0% interest Mortgage and Note (with no monthly payment) and will be recorded in the Public Records of Okaloosa County. You are required to pay back any assistance you accept if your home is sold, rented or the title transferred.

A Few Things To Remember:

- ◆ Not all the work the homeowner wants to be done, can be done.
- ◆ No matter how much work is done, please don't expect your home to look like new.
- ◆ Due to state regulations, we **cannot** expend any more funds once the maximum dollar amount of your contract has been spent.
- ◆ The Okaloosa CDC expects you, as a homeowner, to perform necessary maintenance on your home after the work is done to ensure our investment and, more importantly, the health and safety of your family.

APPLICANT QUALIFICATIONS:

An applicant must meet the following criteria for approval:

Gross Annual Income Must not exceed the

Following:

1 Person	\$37,250
2 Persons	\$42,600
3 Persons	\$47,900
4 Persons	\$53,200
5 Persons	\$57,500
6 Persons	\$61,750
7 Persons	\$66,000
8 Persons	\$70,250

- ✓ Must currently own and reside in the home to be rehabilitated
- ✓ Home must be located in Okaloosa County
- ✓ **Must sign a Mortgage and Note before rehabilitation can begin.**

Before submitting your application, please be sure that the warranty deed of the property is in your and your spouses name, if he/she is not deceased.

The property must be owner occupied at the time of repair.

If you already have a second mortgage on your home, you are ineligible to participate in the Rehabilitation program.

THIS IS A ONE TIME OPPORTUNITY. We cannot come back at a later date to perform other repairs. Once all repairs are complete, it is your responsibility to maintain your home.

WE ARE NOT ALLOWED TO PERFORM REPAIRS TO MOBILE HOMES, DUPLEXES OR MULTIFAMILY UNITS.