



# City of Casa Grande Housing Rehabilitation Program



510 E. Florence Blvd, Casa Grande, AZ 85122 – Telephone: (520) 421-8670; Fax (520) 421-8602, Email: [Housing@casagrandeaz.gov](mailto:Housing@casagrandeaz.gov)

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## TO REHAB APPLICANTS

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**We will require the following information in order to process your application for our Owner Occupied Housing Rehabilitation Program:**

1. If employed, name, address, phone number, etc. of employer
2. Most current pay check stubs (4) & Last year W-2
3. Documentation of Lawful Presence: Birth Certificate, Passport, INS Card ect.
4. Current photo ID, such driver's license or official state ID (18yrs+)
5. Social Security cards for each member of household
6. Documents, award letters for Social Security, SSI, Unemployment DES; Food Benefits, Health Insurance, Retirement, Pension & Child Support ect.
7. Copy of current Homeowners Insurance policy & Statement of Property are current
8. Copy of Ownership (Deed)
9. Current Mortgage Statement & Current utility bills
10. Current Bank Statements of Checking & Savings accounts



Do you operate a business out of your home? YES  NO

If "Yes", please give the name and nature of business.

**Please certify each of the following statements by initialing on the line next to the statement.**

*(If you cannot certify to each of the following you may not qualify for assistance.)*

- A. I understand I will be placed on a waiting list for assistance. \_\_\_\_\_ (initial)
- B. I understand that assistance may require waiting 6 months or more. \_\_\_\_\_ (initial)
- C. I understand the City of Casa Grande may obtain a title and credit report to verify qualification and hereby give my consent to do so. \_\_\_\_\_ (initial)

### **NOTICE TO APPLICANTS**

This is notice to you as required by the Right to Financial Privacy Act of 1978, that the Department of Housing and Urban Development, the State of Arizona, and/or City of Casa Grande, has a right to access to financial records held by any financial institution in connection with the consideration or administration of the Owner Occupied Housing Rehabilitation loan and/or other rehabilitation loans sponsored by the City of Casa Grande, for which you have applied. Financial records involving your transaction will be available to the Department of Housing and Urban Development and the State of Arizona without further notice or authorization but will not be disclosed or released to another Government agency or Department without your consent except as required or permitted by law.

### **CITY OF CASA GRANDE NEIGHBORHOOD DEVELOPMENT PROGRAM PRIVACY ACT STATEMENT TO REFERENCES**

The Casa Grande Neighborhood Development program is authorized by the Housing Act of 1964, as amended, to solicit the information requested.

Disclosure of the information requested is voluntary. However, information provided is of considerable value to the program in determining the repayment ability of individuals and their eligibility for the rehabilitation housing programs. There will be no consequences to you if you do not provide the information requested.

The Neighborhood Development Program expressly promises that the name of the source of a credit reference will not be released, nor will any information in the report which could be used to identify the source be released to any person other than federal employees using such information in connection with their normal duties or as indicated below. Other information will be available on request under the provision of the Freedom of Information Act and the Privacy Act.

The information you provide may be referred to another agency, whether Federal, State, local or foreign, charged with the responsibility of investigation or prosecuting a violation of law, or of enforcing or implementing the statute, rule, regulation or order issued pursuant, thereto, of any record within this system when information available indicates a violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto.

This is to acknowledge receipt of this notice.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

The Neighborhood Development Program is an Equal Opportunity Lender

Complaints of racial or ethnic discrimination should be sent to:

**EMPLOYMENT:**

Applicant Present Employer's Name:		Phone:	
Address:		E-mail address:	
		Years at work	Months at work
Applicant Preview Employer's Name:		Phone:	
Address:		Years at work	Months at work

Co-Applicant Present Employer's Name:		Phone:	
Address:		Years at work	Months at work
Co-Applicant Preview Employer's Name:		Phone:	
Address:		E-mail address:	
		Years at work	Months at work

**GROSS INCOME:**

	Applicant	Co-Applicant	Notes
Wage	\$	\$	
Social Security	\$	\$	
S.S.I.	\$	\$	
Retirement	\$	\$	
Pension	\$	\$	
Welfare	\$	\$	
Rental	\$	\$	
Child Support	\$	\$	
Spousal Maintenance	\$	\$	
Other	\$	\$	
Total	\$	\$	

**LIABILITIES: (Long Term Debts)**

	Applicant	Co-Applicant	Notes
Auto Loan	\$	\$	
Personal/Credit Cards	\$	\$	
Auto Insurance	\$	\$	
Life Insurance	\$	\$	
Medical Insurance	\$	\$	
Other	\$	\$	
Total	\$	\$	



# GRIEVANCE PROCEDURE

## CITY OF CASA GRANDE HOUSING DIVISION

In the event of a disagreement between any parties involved in our Housing Programs namely; contractor, homeowner, housing staff, and suppliers, or other interested parties, regarding any process of the program including and not limited to: Procurement, Bid Process, Bid Award, Payment Schedule, Change Orders, Workmanship, and Warranties, a formal grievance procedure must be followed. Steps and time frames are described below:

- 1) A written complaint specifying the problem must be submitted to the Housing Programs Administrator.
- 2) Housing Programs Administrator will issue a determination within two (2) weeks.
- 3) If the Housing Programs Administrator's determination is not satisfactory, this may be appealed by submitting a written request to the Planning & Community Development Director.
- 4) A determination by the Director will be issued within two (2) weeks.
- 5) The Director's determination may be appealed in writing to the City Manager.
- 6) The City Manager's determination is to be considered FINAL, and will be issued within two (2) weeks.

NOTE: This does not preclude the complainant from appealing to other parties they deem necessary, i.e., City Council, Rural Community Assistance Corp. (monitoring agency), U.S.D.A. Rural Development formally Farmers Home Administration (funding agency), Registrar of Contractors, or Trade Organization.

For complaints regarding alleged discrimination, the Housing Programs Administrator will assist in providing the proper 504 or A.D.A. procedures.

If you have a disability and require reasonable accommodations, such as an interpreter, contact Rose Roy, Housing Office Specialist, at 520-421-8670 ext. 3220.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date



**EQUAL HOUSING OPPORTUNITY**

# CITY OF CASA GRANDE HOUSING DIVISION INFORMATION AUTHORIZATION

To Whom It May Concern:

I authorize the City of Casa Grande Housing Division and any credit reporting agency to verify any information necessary in connection with a Housing Loan application including, but not limited to, the following:

- Bank Accounts
- Mortgage History
- Utility History
- Income & Employment History

Authorization is further granted to use photostatic copies of my signature below to obtain information regarding any of the aforementioned items.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date