



CITY OF TOPEKA

DEPT OF HOUSING & NEIGHBORHOOD DEV
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2010 Target Area Rental Rehabilitation Program

The program is designed to assist owners/landlords of rental properties within the targeted areas in improving the appearance of the exterior only of their properties. Rehabilitation projects up to \$12,000 may be completed through the use of a deferred loan agreement (Multi family housing units can receive one \$12,000 rehabilitation project combined). No monthly payments are required on a deferred loan, in fact, 60% of the deferred loan amount will be forgiven if the property owner does not sell, transfer, or refinance the property for seven years. If the property is sold, transferred, or refinanced within seven years, a prorated portion of the deferred loan must be repaid. The owner must provide a 10% match on all funding provided by Housing & Neighborhood Development (HND). Example: For a \$12,000. rehabilitation project Owner pays (\$1,200.) or 10% match, City pays (\$10,800.) after Owner signs a deferred loan for this amount which is forgiven 60% over seven years. Other program rules apply.

Guidelines

- 1) Must be a residential rental unit.
- 2) Must be within the Targeted Redevelopment Area as approved by the Director of Housing & Neighborhood Development.
- 3) All work must be approved in writing by HND Staff and is subject to the availability of funds.
- 4) All work must be to the exterior of a rental housing unit.
- 5) Work needed as part of interim lead base paint control must be completed prior to funding other repairs.
- 6) The maximum funded by HND for exterior repairs per housing unit is not to exceed \$10,800.00. The owner's required match is 10% of the total rehabilitation project amount and Owners match will be the first funding paid to the Contractor(s) directly from the owner. Failure to pay first 10% will discontinue project. Multi family housing units count as a total of one housing unit for the purpose of receiving grants and deferred loans.
- 7) 60% of the deferred loan amount is to be forgiven if the property is not sold, transferred or refinanced for seven years. The remaining 40% of the deferred loan after seven years of continued ownership is to be repaid at the time of the sale, transfer, or refinancing of the property.
- 8) No monthly payments or interest is to be charged for the deferred loan.
- 9) If a property is sold, transferred, or refinanced within less than seven years, then 40% of the deferred loan must be repaid plus a prorated portion of the remaining forgivable 60% of the deferred loan based on the number of months owned at a rate of 1/84 of 60% of the deferred loan amount for each month the property is owned after the date of completion.

2010 Target Area Rental Rehabilitation Assistance for Landlords



Eligibility Requirements:

- 1) Landlord Rental Properties: Must be a landlord of residential property in the Target Area. The renter living in the house or first tenant if vacant must be qualified as a low to moderate income eligible; at or below 80% of the annual family income.
[Priority may be given to identified portions of the primary target area each year due to limited funding and / or other projects in the area]

2) Taxes: City Resolution # 7580 requires that real-estate taxes, special assessments, court costs, tickets, fees, code compliance fees and other debt(s) owed to the City of Topeka must be paid current.

3) Income: Household annual income must be below these limits (HUD 80% Median Income, 2010):

1 person family - - - - - \$ 34,450	5 person family - - - - - \$ 53,150
2 " " - - - - - 39,400	6 " " - - - - - 57,100
3 " " - - - - - 44,300	7 " " - - - - - 61,050
4 " " - - - - - 49,200	8 " " - - - - - 64,950

Rehabilitation Assistance for Landlords of Rental Properties:

Exterior repairs (as determined necessary by an HND inspection) may be provided up to the HND established project limit. Part of the funding for the rehabilitation of the property is provided as a grant after the first year. Additional funding may be available for use in the rehabilitation project in the form of a deferred loan. The deferred loan has no monthly payments; there is no interest added to the loan and the loan is partially forgiven over 7-years. A 10% match of the project cost will be required.

Examples of the type of work which might be funded: exterior painting, siding repair or replacement, porches, steps, roof, gutter, drainage improvements, doors, windows, attic, sidewalk repair, removal of overgrowth.

The priority order for repairs shall be established by HND with application reviewed on a first come first serve basis with limited funds available. All program rules, policies and procedures are subject to change without notice.

The program applicant has a right to request modifications of program policies, procedures or practice to accommodate their individual disability. Requests for such modifications should be made through the contact person listed below.

For more information or application forms please call Warren Woodruff at (785) 368-3711

*Para mas informacion por favor llamada Roseanna at # 368-3663
06/10/2010*

- 10) The renters living in a house being assisted with Rental Rehab funds must be qualified as low income eligible (At Or Below 80% Of Annual Family Income For Topeka). If rental units are vacant, the Landlord must agree that the next tenant to occupy the house will be low income eligible and to provide evidence of income and additional documentation as determined by HND.
- 11) Mortgage documents stating the terms and conditions of the deferred loan must be signed by the owner and recorded at the Register of Deeds Office. Copies are available for review.
- 12) All recipients must meet Resolution 7580 requirements and not owe the City any taxes, fees, charges, court costs, code compliance charges, tickets or other such payments.
- 13) Qualifying exterior repair work in order of importance is listed below:
 - A) Painting.
 - B) Siding and/or trim replacement or repair.
 - C) Windows repair or replacement.
 - D) Storm window repair or replacement.
 - E) House roofs, Porch roofs and roof supports.
 - F) Stairways repair or replacement.
 - G) Porch and/or stairway handrails.
 - H) Porch decks and deck supports.
 - I) Guttering and/or downspouts.
 - J) Porch lattice repair or replacement.
 - K) Foundation parge coating & re-pointing only, (no pinning).
 - L) Removal of overgrowth.
 - M) Out building roofs (If repairs to the house are complete).
 - N) Private sidewalk repair or replacement (If repairs to the house are complete).
 - O) Mailbox replacement or repair.
 - P) And other work if approved in writing by the Director of HND.
- 14) HND Staff must approve all project materials and Contractors and oversee the work and project.
- 15) Landlords are limited to a total of two participating properties during the 2010 project year for all project areas cumulatively.
- 16) Landlords must agree to allow lead testing to be performed.
- 17) All work must be approved by 06/30/2011.
- 18) Other Guidelines as applicable.
- 19) All landlords will comply with the the Federal Fair Housing Act
- 20) The program applicant has a right to request modifications of program policies, procedures or practice to accommodate their individual disability. Requests for such modifications should be made through the contact person listed below.

If you're a Landlord please contact Warren Woodruff for more information at 368-3711.