



Application Number LR - _____

Date Received _____

CITY OF FARMERS BRANCH
NEIGHBORHOOD RENAISSANCE PROGRAM
RESIDENTIAL INCENTIVES

**APPLICATION AND POLICY
FOR THE
LOW INTEREST REPAIR LOAN PROGRAM**
\$1,000 Minimum Improvement Value

This application and attached policy is for the Low Interest Repair Loan Program only. Please refer to separate applications and policies for the Exterior Makeover Program and the Major Remodel Incentives Program.

Section A: Applicant Information

Applicant's Name

Address

City State Zip Code

Phone Cell Fax

Email

For additional information regarding this application or the Residential Incentives Program, please contact the City of Farmers Branch at (972) 919-2505.

Section B: Low Interest Repair Loan Program Information

Address of home with Low Interest Repair Loan Program improvements

Type of Improvement: (Check all that apply)

Install, Repair, or Replace:	Estimated Completion Date	Improvement Cost
<input type="checkbox"/> Fence		
<input type="checkbox"/> Roof		
<input type="checkbox"/> Siding		
<input type="checkbox"/> Driveway		
<input type="checkbox"/> Soffitt/Facia		
<input type="checkbox"/> Other: (Please specify)		

Total improvement value (minimum of \$1,000 to qualify): \$_____

Applicant must provide the following:

- Completed Loan Application
- A copy of a contractor's estimate for the proposed work
- A copy of the final itemized invoice of the work completed
- Valid Texas driver's license or Texas I.D. card for identity verification
- Before photographs of the proposed improvements

Section C: Acknowledgements

I hereby certify that the information provided is true and accurate to the best of my knowledge. I hereby acknowledge that I have read, understand and agree to comply with the City of Farmers Branch Low Interest Repair Loan Program policy which is attached, which governs the granting of loans, and that any VIOLATION of the terms of the policy or MISREPRESENTATION shall constitute grounds for rejection of an application or immediate payment of remaining loan payments, at the total discretion of the City of Farmers Branch.

I understand that the approval of a loan or other incentives shall not be deemed to be approval of any aspect of the construction or improvements project. I understand that I am responsible for obtaining all required permits and inspections from the City of Farmers Branch and in ensuring the project meets all current City requirements.

I understand that my application will not be processed if it is incomplete. I agree to provide any additional information for determining eligibility as requested by the City of Farmers Branch.

I understand that a mechanics lien will be filed on the said described property if the loan is approved, and all buildings and improvements now thereon, and which hereafter may be placed thereon. If such indebtedness be paid according to the terms of the contract and promissory note then conveyance shall become null and void, and this instrument will be released.

I understand that the award of any loan is at the sole discretion of the City of Farmers Branch and that the program may be suspended, terminated, or modified at any time regardless of availability of funds or pending applications on file.

Printed Name

Signature

Date

STATE OF TEXAS §

§

COUNTY OF DALLAS §

BEFORE ME, _____, on this day personally appeared known to me or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

(Seal)

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 200__.

My Commission Expires:

Notary Public in and for the State of Texas



**CITY OF FARMERS BRANCH
NEIGHBORHOOD RENAISSANCE PROGRAM**

**LOW INTEREST REPAIR LOAN PROGRAM
POLICY**

The following policies apply to the Low Interest Repair Loan Program. Please refer to separate policies for the Exterior Makeover Program and the Major Remodel Incentives Program.

The Low Interest Repair Loan Program is made pursuant to Chapter 380 of the Texas Local Government Code and City of Farmers Branch Resolution No. 2008-079, which amends the comprehensive policy statement on local economic development and business incentives to include residential incentives.

The purpose of the Low Interest Repair Loan Program is to encourage homeowners to make improvements to the exterior of their home. Exterior improvements to one's home can motivate surrounding homeowners as well, and can increase the drive-up appeal of homes and neighborhoods.

GENERAL

1. Loans under this program apply only to single family-detached homes in the City of Farmers Branch. The minimum improvement value is \$1,000 to qualify for a loan. The maximum improvement value under this program is \$10,000 to qualify for a loan.
2. For the purposes of this program, the term Applicant shall mean an individual person (or persons) that is the owner of the property listed in Section B of the Application.
3. City staff will not consider applications unless applications are complete and comply with program policies. Applications must be submitted to the City Manager's Office. Once staff verifies that the application is complete and all required documentation requirements have been met, the application will be reviewed for further consideration.
4. A permit must be obtained from the City's Building Inspections Division *prior* to beginning work on any project eligible for an incentive under this program. Nothing in this policy shall supersede the requirements set forth in the permit. All work must

be completed within the time allotted under the permit, unless an extension is sought and granted by the City.

5. All loans will be awarded on a first-come, first-served basis and subject to fund availability and at the sole discretion of the City of Farmers Branch. The completion date, as set by the final inspection by the City inspector, will be used for loan processing purposes. See below for instructions on scheduling an inspection at the completion of the construction.
6. All construction must comply with all current City requirements.
7. An Applicant may only request loans for each type of qualifying improvement once. For example, if an Applicant re-roofs his home two times, those improvements are eligible for a low interest repair loan only the first time. Duplicate improvements due to weather or other circumstances will not be considered for incentives.
8. If approved, the loan will only be issued to the Applicant responsible for the improvements as stated under Applicant Information.
9. Applicant may apply for a low interest repair loan once within any twelve-month period per property. Low interest repair loans will not be considered for renovations that were previously submitted for this or any other home incentive program. In addition, an applicant can not apply for an additional low interest repair loan until the previous loan has been completely repaid.
10. Only improvements to the exterior of the home are eligible for this program. The list below identifies qualifying improvements and the minimum work required.
11. Upon completion, the improvement must be inspected and verified by a City inspector in order to qualify. The improvement must be inspected within 7 calendar days of completing the improvement. In no way will this inspection serve in lieu of any code-required inspection of the home or be deemed to be approval of any aspect of the project.
12. Applicant shall not be eligible to receive any loan proceeds if there are outstanding debts owed to the City by the Applicant. Once all debts are cleared, an Applicant may re-apply for this program.
13. The City of Farmers Branch will consider applications at regular intervals throughout the year. Depending on when an application is received and reviewed by City staff, the time period between consideration by the City of Farmers Branch and disbursement of loan funds may be several months.
14. To be eligible for this program, Applicants must obtain a valid permit from the City dated on or after October 1, 2008.

QUALIFYING IMPROVEMENTS AND UPGRADES

1. Replacement of soffit and fascia
 - a. Must replace 100% to qualify
 - b. Must use a fiber-cement material such as Hardiplank
2. Re-shingle roof with 30-year shingles
 - a. Must replace 100% of the roof area to qualify
3. Replace siding
 - a. Must replace a minimum of 100% of the total siding area to qualify
 - b. Must use a with fiber-cement material such as Hardiplank
4. Replace entire driveway with concrete to City specifications
5. Replace or repair fence to City specifications
 - a. Must replace or repair a minimum of 100% of the total linear feet of fencing to qualify
 - b. Must use steel posts and cedar, treated wood pickets and rails or masonry materials.
6. For renovations not listed here, City staff will make an initial recommendation of eligibility for incentives under this program to the City Council prior to the Applicant receiving any funding. The City Council will make the final determination of eligibility.

IMPROVEMENT VALUE REQUIREMENTS

The minimum improvement value to qualify under the Low Interest Repair Loan Program is \$1,000. The maximum improvement value to qualify under the Low Interest Repair Program is \$10,000.

The City is not responsible for lost or stolen loan checks. Duplicates will not be issued.

LOAN PROGRAM DETAILS

The City will have no more than \$100,000 in outstanding loans at any one time from during a fiscal year (i.e. October 1, 2008 to September 30, 2009). Loan applications will be denied or deferred if the amount of outstanding loans is greater than \$100,000 during the fiscal year.

Loan amounts and loan terms will be determined by the proposed project as well as the financial information submitted by the applicant. Decisions regarding loan amounts and loan terms will be made solely by the City of Farmers Branch and its financial partner.

Payments that are received more than 30 days after the due date will be charged a 10% penalty or \$20.00 per each payment period, whichever is greater. The City of Farmers Branch may use the services of a collection agency to collect any unpaid amounts.

The City of Farmers Branch will affix its preferred lien upon the applicant's property upon which improvements are being made for the amount shown. The preferred lien will be released once it is paid in full.

DOCUMENTATION REQUIREMENTS

1. For work done by a contractor, Applicant must provide a copy of a contractor's estimate showing all itemized costs as well as a final itemized invoice of all costs.
2. Applicant must provide a valid Texas driver's license or Texas I.D. card for identity verification purposes.
3. Applicant must provide before photographs of the proposed project.

GENERAL TERMS AND CONDITIONS

Receipt of this application by the City does not commit the City to approve the application for a loan, or to pay any cost incurred in the preparation of the application.

The award of any loan is at the sole discretion of the City of Farmers Branch and the program may be suspended or terminated at any time regardless of availability of funds or pending applications on file.

The City Manager or the City Manager's designee is authorized to modify the name of this program as needed for marketing or public relations purposes.

No application shall be accepted or loan awarded that would result in a violation of the conflict of interest provisions of state law, the City Charter or the City's Ethics Policy. Pursuant to provisions in the City Charter and the City Code of Ethics, the City Council, City Manager, City Judge, individual board members, and City employees are ineligible for the receipt of benefits from this home incentive program.

All applications, and information contained therein, that are submitted are subject to disclosure pursuant to the Texas Public Information Act.