



# City of Manitowoc 5422Home

## A Healthy Neighborhood Initiative Program

Community Development | 900 Quay Street, Manitowoc, WI 54220 | 920-686-6930

SECTION 1 – APPLICANT INFORMATION	
<b>Applicant:</b>	
Property Address:	
Applicant's Name:	
SS#:	Date of Birth:
Home Phone:	Work Phone:
Mobile Phone:	Email:
<b>Co-Applicant:</b>	
SS#:	Date of Birth:
Home Phone:	Work Phone:
Mobile Phone:	E-Mail:
SECTION 2 – INCOME / PROPERTY INFORMATION	
What is your total gross monthly household income? (\$) _____	
Have you declared bankruptcy within the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever purchased a home before? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever owned a home in the City of Manitowoc? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you consent to the City of Manitowoc requesting a credit check to determine credit worthiness-? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of people living in the household (related and unrelated)? _____	
Is property an owner occupied, existing single family home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I attest this is an owner occupied single family home _____ (initial here)	
<b>Property Inspection:</b>	
Was the property inspected by a certified housing inspector? (Attach a copy of the home inspection report) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Down Payment:</b>	
What is your anticipated contribution towards the purchase of the property?    (\$) _____ (The 5442Home program requires the applicant to contribute at least 1 % of their monies towards the purchase)	
<b>Purchase Price:</b>	

What is the purchase price of the property? (\$) \_\_\_\_\_

**Offer to Purchase:**

Do you have an accepted offer to purchase with no contingency?

Yes  No

Contingency on passing home inspection is acceptable. (Attach a copy of the accepted offer to purchase)

**Mortgage Approval:**

Do you have a pre-approved first mortgage to finance the purchase? (Attached a copy of the pre-approval)

Yes  No

**SECTION 4 – LENDER INFORMATION**

Lender Organization Name:

Lender Representative Name: \_\_\_\_\_

As the representative of the lender, I will ensure that all contingencies are removed prior to day of closing:

\_\_\_\_\_  
Lender Representative Signature

\_\_\_\_\_  
Date

Office Phone:

Email:

**SECTION 5 – SUPPLEMENTAL DOCUMENTATION**



**Attachments:**

- Current IRS Form 1040 or other written income verification
- Current Utility Bill from Applicant and Co-Applicant
- Property Inspection Report (By a Department of Safety and Professional Services certified home inspector)
- Accepted Offer to Purchase WI WB/11 2-11-2019 Form (With no contingency)
- Pre-Approved First Mortgage to finance the purchase
- Applicant Statement of 5422Home Grant Interest (Why should you receive this grant?)

**SECTION 6 – APPLICANT CERTIFICATION**

**Please read the following terms and conditions carefully and initial each line item:**

\_\_\_\_\_ I / We understand that recipients of Manitowoc 5422Home Program funds will be selected based on criteria that will include: residency within program area, income qualification, and adherence to program requirements. Approval is at the discretion of the Community Development Department of the City of Manitowoc. Applicants will be reviewed on a first come first serve basis. The City of Manitowoc reserves the right to end this program at any time.

\_\_\_\_\_ I / We understand that compliance monitoring will be conducted throughout the project timeframe. Monitoring may include visual inspection and/or photos from the sidewalk. Staff may contact you periodically for project updates to ensure compliance with the program.

Please initial the following. If selected as a recipient of Manitowoc 5422Home Program Funds:

\_\_\_\_\_ I / We will allow the City of Manitowoc to use my photos in marketing and promotional materials and for documentation purposes, as deemed appropriate by the City of Manitowoc.

\_\_\_\_\_ I / We hold the City of Manitowoc and their partners harmless against any claims, damages, losses, expenses, or any other cause of action relating to this program.

\_\_\_\_\_ I / We hereby certify that all information in this application and all information furnished in support of this application are given the express purpose of obtaining funding from the City of Manitowoc Department of Community Development and is true and complete to the best of my / our knowledge and belief.

\_\_\_\_\_ I / We hereby agree to instruct my / our current insurance agent to list the City of Manitowoc on all policies as a mortgagee and to provide the City of Manitowoc with timely copies of all notices evidencing changes in the status of my / our policy, including cancellation and premium renewal notices until the 5422Home loan is repaid or forgiven as stated in the program guidelines.

\_\_\_\_\_ It is my / our understanding that if the requested financing is provided, it is my / our intent to maintain and/or improve the aforementioned property according to the terms and conditions of the financing I / we are requesting.

\_\_\_\_\_ I / We hereby provide a home inspection from a licensed Department of Safety and Professional Services (DSPS) Home Inspector to determine the condition of the property.

\_\_\_\_\_ I / We know this is not a contract and does not bind either me or the City of Manitowoc.

\_\_\_\_\_ I / We have no objection to inquiries being made by the City of Manitowoc for purposes of verifying the information provided here. This will include a credit check through an accredited credit bureau, confirmation of current utility payments and title search.

\_\_\_\_\_ I understand and agree to comply with all of the terms and conditions listed above. I further understand that the City of Manitowoc reserves the right to cancel this agreement at any time, of for any reason, without notice.

\_\_\_\_\_ I understand that I must close my loan within 30 days of 5422Home Application Notice of Approval or my funding may be denied.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

***Before submitting, please review this application carefully to make sure it is completed in full and the requested attachments are included. Applications that are not filled out completely will not be considered. Only those applicants who have received a signed approval letter will be qualified for program funds. If you have any questions, please contact City of Manitowoc Department of Community Development at (920) 686-6930. Return completed applications to:***

**City of Manitowoc - Community Development Department  
900 Quay Street, Manitowoc, WI 54220**

**Staff Review And Applicant Approval:**  
7 Business Days based on the receipt of a completed application and requested documents.

**Loan Closing:**  
10 Business Days prior to the scheduled closing, the lender shall contact the Community Development department at (920)686-6930 to request drafting of the 5422Home Mortgage Deed and Promissory Note and issuance of a check (check will be written to the lender or title company). The lender shall bring the 5422Home Mortgage Deed and Promissory Note documents to the closing for signature and notary. The lender or title company is responsible for recording the documents at the Register of Deeds office and any fees associated.

**Check Release: The following steps in this order must be completed to receive funds:**  
1. Execute both the mortgage & promissory note. It is recommended you do this first in the closing process.  
2. An agent of either the lender or title company with both identification and business card will bring the executed mortgage and promissory note to City Clerk.

3. Upon review of identification, business card of associate with title company or lender, and execution of both mortgage & promissory note, the City Clerk will issue funds.
4. The City Clerk will retain the promissory note. The title company is responsible for recording the mortgage and recording fees. The City Clerk will make a copy of the mortgage and return the original.
5. Complete your closing and enjoy your new home!

***Times indicated are to provide a baseline only and are based on staff availability and workload.***

**SECTION 7 - CITY USE ONLY**

Date Application Received:

Decision:

Applicant Notified of Decision:

Letter of Approval Issued:

Loan Number Assigned:

Closing Date Scheduled:

Check Requested:

Recorded Mortgage Lien and Promissory Note Received:

Check Released: