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HOUSING REHABILITATION PROGRAM GUIDELINES & APPLICATION
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HOUSING REHABILITATION PROGRAM GUIDELINES

I. PROGRAM OVERVIEW:

The Rehabilitation Housing Program is available to assist low- to moderate-income homeowners in the City of Sharon. The purpose of the program is to address code deficiencies, safety issues and to make homes more energy efficient. The Community Development Department's goal is to provide housing rehabilitation of owner-occupied housing units to ensure decent, safe and sanitary housing for income-eligible low- to moderate-income homeowners.

II. DEFINED TERMS:

A. FEE SIMPLE -
The highest and most common form of real estate ownership that is recognized by law, in which the owner can enjoy the property to its fullest extent, and is only limited by zoning laws or other similar restrictions. The fee simple estate has unlimited duration and can be freely transferred or passed on to heirs.

B. SIMPLE INTEREST -
Interest that is computed on the original principal amount of a loan.

III. ELIGIBILITY REQUIREMENTS AND ACTIVITIES:

A. LEAD-SAFE HOUSING
Priority status will be given to households with children under the age of 6.

B. PROJECT AREAS
To be eligible for rehabilitation financial assistance, residential properties must be located within the City limits of Sharon, Pennsylvania.

C. INCOME LIMITATION
To be eligible for rehabilitation financial assistance, the total household income limitations must be below the Housing and Urban Development (HUD) Section 8 Income Guidelines. Attached is a copy of the most current maximum income limitations. (See Exhibit "A").

These income limits are based on the HUD Section 8 Income Guidelines, and are subject to revision from time to time by the U.S. Department of HUD.

D. OTHER REQUIREMENTS FOR ELIGIBILITY
In order to be eligible for a loan, deferred loan, deferred payment loan or grant, a person must own, by fee simple, a residential structure in the City of Sharon. The property owner must have owned the property for at least six (6) months prior to making application for program financial assistance. Owner(s) must also agree to reside in the property for five (5) years after the rehab is completed. These policies are intended to prevent property speculation.
All taxes, homeowner's insurance and municipal fees, including garbage, for all properties owned by the applicant located within the City limits of Sharon, Pennsylvania must be current or satisfied prior to approval of the deferred loans/loan/grant and remain current during the term(s) of the loan(s) and grant, if applicable.

Homeowners who occupy a residence in the City of Sharon, Pennsylvania, when funding is available; who meet certain income requirements; whose property taxes are current; and whose home has a value, after rehabilitation, that does not exceed the 203(b) Property Value Limits and, therefore, meets HUD’s Comprehensive Housing Affordability Strategy (CHAS) Section 215 Criteria regarding affordable housing, are eligible to receive assistance under this program. Income categories have been established for participation in the program in accordance with HUD’s statistical guidelines. Maximum income allowances are adjusted according to the size of the family.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, the City of Sharon, Pennsylvania does not discriminate on the basis of handicap, in admission or access to, or treatment or employment in, its federally assisted programs and activities.

E. ELIGIBLE ACTIVITIES –
The purpose of the Housing Rehabilitation Program is to assist the property owners to bring their homes up to code, thereby conserving the existing housing stock of the City. The improvements will be those required to make the structure decent, safe and sanitary. All outstanding code deficiencies must be corrected. In addition, all assisted dwelling units must be brought up to the Cost-Effective Energy Conservation Standards set forth under 24 CFR 39.

The following is a partial list of potentially eligible improvements:

i. HEALTH, SAFETY AND CODE VIOLATIONS

ii. STRUCTURAL DEFICIENCIES

iii. ENERGY CONSERVATION MEASURES

iv. EXTERIOR AND INTERIOR MAINTENANCE WORK

v. INCIPIENT VIOLATIONS:
Items and conditions that exist at the time of inspection that may be operative or functional but in the opinion of the rehabilitation inspector will deteriorate into actual violations within one (1) year from the date of inspection.

vi. GENERAL PROPERTY IMPROVEMENTS:
The loan(s) and grant may be used to correct present, or soon to be present, housing problems, and for energy conservation improvements. In general, most repairs are eligible except for unnecessary luxuries. The City of Sharon hereby elects to administer and enforce the provisions of the International Property Maintenance Code and the Pennsylvania Uniform Construction Code Act, Act 45 of 1999, 35 P.S. §§ 7210.101-7210.1103, as amended from time to
time, and its regulations. The International Property Maintenance Code and the Uniform Construction Code, contained in 34 Pa. Code, Chapters 401-405, as amended from time to time, are hereby adopted and incorporated herein by reference as the municipal building codes of the City of Sharon. All properties funded will, at a minimum, meet the International Property Maintenance Code and the Uniform Construction Code standards upon completion. The loan(s) and grant may not be used to refinance existing debt.

vii. PROPERTY REHABILITATION STANDARDS:

In instances where the International Property Maintenance Code and the Uniform Construction Code performance requirements cannot be achieved within the maximum loan and grant limitations, the property owner must provide evidence of financial capacity to complete the work. The additional funding needed must be placed in escrow at the time of loan closing. No rehabilitation loans will be made by the City of Sharon Community Development Department unless all International Property Maintenance codes are met either within allowable loan limitations or through the provision of homeowner resources. If it is not possible to bring the property to the International Property Maintenance code and Uniform Construction Code standards using available funding, the Authority will not undertake the rehabilitation of the subject property.

IV. FEDERAL LEAD-BASED PAINT REGULATIONS OF 1999

A. LEAD-BASED PAINT HAZARDS -
If lead-based paint or lead hazards are detected in your home, you may be required to vacate your home during the course of the rehabilitation work. Also, the contractor performing the rehabilitation work must be trained to perform work in a lead-safe manner. Please be advised that clutter and poor housekeeping can increase the contractor’s cost which may prevent you from participating in the program.

B. TEMPORARY RELOCATION POLICY -
You may be required to temporarily relocate during the rehabilitation of your home to protect you and other household members from lead-dust hazards. In order to ensure that you relocate to lead-safe housing, the City has adopted the following policy as part of these Guidelines:

Our temporary relocation policy provides a daily stipend to you, the head of the household, based on household size for a maximum of seven (7) days. If additional time is needed to complete the rehabilitation work, and the members of your household have relocated to a licensed transient hotel or motel constructed or reconstructed in 1978 or later, you will continue to receive the daily stipend as
indicated. A confirmation of continued residence in the form of a receipt from the hotel/motel will be required in order to receive the next allotment of the stipend as needed. Should the members of your household decide to relocate to a place other than a licensed transient hotel/motel constructed or reconstructed in 1978 or later, you will not receive any additional relocation funds.

Attached is a list of hotels/motels in Mercer County and vicinity that were constructed or reconstructed in 1978 or later that was compiled based on a survey dated January 5, 2004. (SEE PAGE 14). You may contact the facility for prices, availability and other information. Please be advised that the City of Sharon is not responsible for any damages, liability or claims you or the motel/hotel may incur. The daily stipend is as follows:

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Daily Stipend</th>
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<tbody>
<tr>
<td>1 - 2</td>
<td>$75</td>
</tr>
<tr>
<td>3 - 4</td>
<td>$100</td>
</tr>
<tr>
<td>5 - 6</td>
<td>$150</td>
</tr>
<tr>
<td>7+</td>
<td>$175</td>
</tr>
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V. TECHNICAL ASSISTANCE -

The City of Sharon will provide the following examples of technical assistance: Inspections, preparation of work write-ups, cost estimates, assistance in obtaining bids, inspection of work in progress, final inspection of completed work, and payments to contractors.

VI. LOAN PROVISIONS:

A. SECURING THE PROPERTY -
A mortgage will be recorded in connection with all low-interest loans, deferred loans and deferred payment loans provided under the program. If the loan period is longer than state requirements for a mortgage, a subsequent mortgage will be recorded. If there are other liens previously recorded on the property, this must be taken into consideration in approving the loan and second and third mortgages may be acceptable, upon approval by the Sharon Economic and Community Development Commission.

B. DEFERRED LOAN -
In the case of households which meet HUD Section 8 criteria for Low-and-Moderate Income Guidelines, a Deferred Loan up to $10,000 may be made for housing rehabilitation purposes. Such Deferred Loans will be forgiven on the basis of 20% per year for five (5) years, provided that the recipient continues to reside in the rehabilitated structure for the period of 5 years.
C. **DEFERRED PAYMENT LOAN**
Very-Low-Income Deferred Loan recipients may also receive a Deferred Payment (Lump Sum) Loan of up to a combined maximum of $20,000 for housing rehabilitation purposes. The Deferred Payment Loan must be repaid in one lump sum only at the time the property is sold or transferred to another party for any reason.

Separate mortgages will be executed for each loan awarded. In those cases where a Deferred Payment Loan is awarded, a second mortgage will be executed.

In the event of the death of a low income homeowner who has a Deferred Loan and in which there is still an outstanding balance, the balance of the Deferred Loan may be forgiven. If there are Deferred Payment Loans or regular loans on the property, these loans will become due and payable upon the death of the owner(s) or transfer of ownership to any person(s) for any reason. The City on approval by City Council may waive this requirement, if the survivors of the mortgage(s) are also low-moderate income and continue to reside in the property.

D. **LOW INTEREST LOANS**
Loans may be made to eligible property owners at a low interest rate. The maximum amount of loan assistance available to rehab a structure is $10,000.

Deferred Payment Loans and Low Interest Loans will be awarded only in combination with Deferred Loans.

E. **INTEREST RATES**
Interest rates from 0-4%, based on the total household income will be given for low-interest loans. The attached table (Schedule “A”) will be used to determine interest rates and eligibility for Deferred and Deferred Payment Loans. Rates are “simple interest”.

F. **TERM OF LOAN**
The term of the Low-Interest Loans may vary from 5 to 10, 15 or 20 years. The Housing Rehab Specialist will work with the property owner to ensure that the monthly payment will be affordable to the applicant.

G. **REPAYMENT**
The month following completion of the rehabilitation project, the owner’s monthly payments will begin. Local banks will service loans and issue a payment sheet. Payments will be made directly to the bank, to be deposited into a Revolving Loan Fund Account under the name of the City of Sharon. The Revolving Loan Fund will be used by the City for future Rehab activities.

H. **GRANTS**
Grants may be made to eligible property owners. The maximum amount of assistance available in the form of a grant to rehab a structure is $30,000.
NOTE: ANY AMOUNT OF COSTS INCURRED FOR LEAD BASED PAINT INTERIM CONTROL WORK OVER AND ABOVE THE LINE ITEM BID PRICE WILL BE IN THE FORM OF A GRANT TO THE HOMEOWNER WITH NO LIEN OR PAYBACK REQUIRED.

I. LIEN SUBORDINATIONS -
It is the policy of the City of Sharon Housing Rehabilitation Program to maintain the position of its mortgage liens to provide security for the rehabilitation loans. If during the term of the Housing Rehabilitation Loan, the City is requested to subordinate its Mortgage to another lender, consideration will be given on a case by case basis and be decided after circumstances are fully explained and the necessary documentation supplied to the City. The funds invested through the City of Sharon’s Housing Rehabilitation Program have the same need for security as those of other lenders and the City has an obligation to secure its mortgage in a responsible manner.

The City will consider subordination of its loan position when, at a minimum, the following conditions are satisfied:

1. Evidence is presented, in the form of a certified property appraisal, documenting a loan balance to market value ratio of equal to or less than 95%. The appraisal will be conducted in a manner to satisfy routine banking appraisal standards. The total outstanding indebtedness includes the City’s lien.

   **Total Outstanding Loan Indebtedness = 95%**

   **Certified Property Appraisal**

2. The City is named a notified mortgagee on an insurance policy with sufficient limits of coverage to secure the City’s new lien position.

3. That any lien subordination request by a rehab applicant will not be considered for approval by the Council of the City of Sharon, Pennsylvania unless all taxes, homeowners insurance, and municipal fees for service for the property owned by the applicant are current or satisfied prior to approval by the Council of the City of Sharon, Pennsylvania.

4. The lien that the City is being requested to subordinate shall represent a refinancing of a lien already superior to the City’s lien and shall not involve any funds above the current balance as of the date of refinance; or if the refinance involves an advancement of additional funds by the lender, all of the funds so lent must be used to improve the real estate upon which the City has its lien.

The Housing Rehabilitation Program will consider merits of a proposal containing the above conditions, but relinquishing its lien position is never automatic or guaranteed.
J. **DEFAULT** -
Delinquent Loans: In the event that a borrower becomes delinquent in their loan payment for a three month period, the Community Development Staff will:

1. Notify in writing each homeowner who is three (3) months past due on their rehab loan payback;

2. Set an appointment to meet with them to resolve this matter;

3. If the homeowner fails to respond to the City’s letter or if nothing can be resolved from the meeting, the City will file a Civil Complaint with the local Magisterial District Office and ask for a Judgment against the homeowner for the past due amount owed to the City.

K. **DISABILITY** -
Sharon City Council reserves the right to waive any requirements(s) as set forth in these guidelines in order to assist a household with a disabled family member; provided the household meets the current HUD Section 8 Income Guidelines.

VII. **ADMINISTRATIVE STRUCTURE** -
The Rehabilitation Program is administered by the Community Development Department:

A. **INITIAL SCREENING** -
The Initial Screening of applicants to determine eligibility will be performed by qualified personnel of the Community Development Department.

B. **INSPECTION** -
The inspection of units, preparation of work write-ups and inspection of rehabilitation work will be performed by qualified personnel of the Community Development Department or another qualified third party.

C. **ADMINISTRATION OF LOANS** -
The administration of loans, including both Low-Interest, Deferred, and Deferred Payment Loans, will be performed by the qualified personnel of the Community Development Department.

D. **QUALIFICATIONS OF CONTRACTORS** -
The eligibility of contractors will be determined by the qualified personnel of the Community Development Department.

E. **CONFLICT OF INTEREST** -
Employees of the City of Sharon and immediate family members of employees of the City of Sharon who meet the income guidelines, and who meet all other requirements of the program, may apply for assistance through the Rehabilitation Housing Program. All requests will be considered on a case-by-case basis.
The process for approval if Community Development Block Grant (CDBG) funds are involved is as follows:

1. Public disclosure of the application must be made.
2. Obtain the opinion of the City Solicitor.
3. The Pennsylvania Department of Community and Economic Development (DCED) Legal Office will review and provide an opinion.

In the case of HOME funds, conflict of interest is prohibited. The process to request HUD to grant an exception is as follows:

1. Public disclosure of the application must be made.
2. Obtain the opinion of the City Solicitor.
3. Provide all required information and documentation to HUD. HUD may grant an exception if it is determined that the exception will serve to further the purposes of the HOME Investment Partnership Program and the effective and efficient administration of the Rehabilitation Housing Program.

F. HARDSHIP CASES AND ATYPICAL PROBLEMS -

In cases of hardship or extenuating circumstances, Sharon City Council will be authorized to review and make special provisions for hardship cases and atypical problems on a case-by-case basis.

The applicant shall have the right to initiate an appeal to Sharon City Council, which is authorized to deviate from these guidelines, provided the goals and intent of the program are not compromised. In the case of property that is in need of repair, whose owner(s) are on a fixed income and cannot afford regular monthly payments, Sharon City Council may use its discretion and establish a lower monthly repayment plan. In these cases, a mortgage is still in effect on the property; however, should the ownership of the property be transferred, the loan may become accelerated and become due and payable at that time.

G. LOAN REVIEW COMMITTEE -

The Sharon Economic and Community Development Commission shall have the responsibility of reviewing and approving applications for Rehabilitation Loans. The Commission will consist of three (3) members and shall act in accordance with these established program guidelines.

H. REVISIONS -

These guidelines may be reviewed from time to time by approval of Sharon City Council. The Community Development Staff may make recommendations to Council for their consideration and approval.
VIII. **EMERGENCY REHABILITATION LOANS/SPECIAL EXCEPTION** -

An Emergency Rehabilitation Loan and/or Special Exception on a City-wide basis may be made available to those low- to moderate-income owner-occupant households on the same basis as those loans made to the owner-occupants. The structure must require immediate emergency repairs to correct conditions endangering the health, safety or welfare of the occupants which have occurred as the result of fire, failure of basic mechanical systems and/or Acts of God, and to meet handicapped accessibility requirements. The same administrative procedures will be followed, but wherever possible the process will be accelerated to address the emergency situation.

IX. **FLOOD HAZARD AREA** -

In the case of any unit rehabilitated with CDBG funding which is located in an identified flood hazard area, flood insurance must be purchased for the entire useful life of the HUD-assisted rehabilitation project and the full insurance value of the property, or the maximum amount of insurance available, whichever is less. Such Insurance shall name the City as Loss-Payee and a copy of said Policy will be attached to the owner’s signed Agreement Form and Application for Assistance.

X. **METHODOLOGY AND SCHEDULE OF ACTIVITIES** -

This program is directed toward the physical improvements of residential structures on a city-wide basis.

A. Applicant submits application, along with all other required documentation.

B. Household income will be calculated. If the applicant is determined to be income-qualified, and has met every qualification for the program, they will be placed on a waiting list.

C. The property will be inspected with the property owner, all code deficiencies will be noted, and a lead-based paint risk assessment will be completed.

D. A corrective action report of work specifications and cost estimates for construction is prepared.

E. The work specifications and cost estimates will be reviewed with the property owner, and any corrections or adjustments will be made.

F. Bid specifications are sent out for bid to a minimum of three contractors from the approved Rehab Contractors List.

Bid estimates will be reviewed with the property owner, and the owner will accept the bid. The loan application and related information will be reviewed by the Sharon Economic and Community Development Commission for approval, (or other disposition).

The property owner is notified of Sharon Economic and Community Development Commission’s decision and agrees to accept the loan.
G. The property owner will sign an agreement with the contractor.
H. The property owner will sign all necessary mortgages, proceed orders, notes and paperwork, with the City of Sharon.
I. Progress inspections will be made, and a final inspection of the work will be completed by a third party inspector.
J. Lead-based paint clearance testing is completed.
K. The contractor furnishes the homeowner guarantees, warranties, inspection certificates and other required documentation, including a one (1) year guarantee on contractor’s work.
L. Final payment is made to the contractor.

XI. **DEBARMENT OF CONTRACTOR(S) -**
The City of Sharon reserves the right to debar any contractor(s) or subcontractor(s) from the City’s Housing Rehabilitation Approved Contractor’s List for any of the following reasons:

A. Theft of any Rehabilitation Homeowner’s personal/real property;
B. Coercing any homeowner(s) into additional work for bid over and above original rehabilitation Work Write-up.
C. Defamation of character or workmanship of contractors on the Housing Rehabilitation Approved Contractor’s List to any perspective Rehabilitation homeowner during the bidding process and work.
D. Consistent violations of workmanship on rehabilitation contracts awarded.
E. Failure to keep current the required bonds, insurance and contractor’s licenses; for all work performed under the City’s Housing Rehabilitation Program; including Lead-Based Paint Certifications/Licenses.
Loan is up to 20 years. Maximum household income is based on HUD Section 8 income limits, which are adjusted annually.

Transfer of remaining lien is not permitted. Interest rates are on a sliding scale, with the lower of 0% to 4% (based on household income) and the term of the loan being the ceiling.

Very low-income households do not pay any interest on principle, and the loan is due and payable only upon the sale, lease, or transfer of the property. Very low-income households do not qualify at 0%. Low-income loans are available from $2,000 to $5,000 (based on household income). For a 5-year term, with a prepayment penalty of 2% per year. At the end of the 5th year, the obligation is 0.

Maximum deferred loan amount is $5,000 to $10,000 (based on household income) for a 5-year term with a prepayment penalty of 2% per year. At the end of the 5th year, the obligation is 0.

### Notes:

<table>
<thead>
<tr>
<th>Household Person</th>
<th>Five</th>
<th>Four</th>
<th>Three</th>
<th>Two</th>
<th>One</th>
<th>Simple Interest</th>
<th>Grant Interest</th>
<th>Maximum Loan Amount</th>
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<tbody>
<tr>
<td>Eight Person</td>
<td>N/A</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
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<tr>
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<td>Two Person</td>
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<td>One Person</td>
<td>N/A</td>
<td>$2,950.00</td>
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<td>Simple Interest</td>
<td>N/A</td>
<td>$2,950.00</td>
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<tr>
<td>Grant Interest</td>
<td>N/A</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
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<td>$2,950.00</td>
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<tr>
<td>Maximum Loan Amount</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
<td>$2,950.00</td>
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**2018**

**Maximum Loan Amounts Based on Income Limitations According to Household Size**

City of Sharon Housing Rehabilitation Program
HOTELS/MOTELS IN MERCER COUNTY AND VICINITY

RADISSON HOTEL OF SHARON
Rt. 18 at I-80 - Exit 4B
West Middlesex, PA 16159
(724) 528-2501

QUALITY INN (mw & fridge)
3200 S. Hermitage Road
Hermitage, PA 16148
(724) 981-1530

SUPER 8 MOTEL
3369 New Castle Road
West Middlesex, PA 16159
(724) 528-3888

RED ROOF INN (mw & fridge)
Rt. 18 and Wilson Road
Hermitage, PA 16148
(724) 342-7200

HOLIDAY INN EXPRESS
3060 Spangler Rd.
Hermitage, PA 16148
(724) 982-4600

ECONO LODGE (mw & fridge)
2810 S. Hermitage Rd.
Hermitage, PA 16148
(724) 9791-4330

KEEP THIS FOR YOUR RECORDS
1. PROPERTY INFORMATION:

Owner(s): ___________________________ Phone: ___________________________

Property Address: _____________________ Alt. Phone: _______________________

E-mail Address: _______________________

2. NAMES AND AGES OF ALL OCCUPANTS LIVING IN THIS HOUSEHOLD:
ANY PERSON(S) LIVING IN THIS HOUSEHOLD MUST PROVIDE INCOME VERIFICATION. Income includes but
is not limited to: Wages from employment, self-employment, interest, dividends, annuities, pensions, Social Security, SSI,
alimony, child support, rental income, public assistance, etc. Attach an additional page, if necessary.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>SSN</th>
<th>Relation to Owner</th>
<th>Total Gross Income</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

TOTAL GROSS HOUSEHOLD INCOME (Total from ALL Lines Above) ______________

3. BREAKDOWN OF INDIVIDUAL SOURCES OF TOTAL GROSS INCOME:

*Employment: $______________ **Pension: $______________ **Interest/Dividend: $_______

***Social Security: $__________ ****Public Assistance: $______ Any Other Income: $__________

* If employed, please provide your 7 most recent consecutive paystubs.
** For pensions, please provide an annual statement or 1099. For interest/and or dividends, please provide an
annual statement or 1099-INT/1099-DIV.
*** If Social Security is received, a current statement showing the gross monthly amount received is required.
**** If Public Assistance is received, please provide a printout of benefits received from the Public Assistance
Office.

4. TYPE OF REHAB WORK REQUESTING: (Safety, Health and Code Violations are the only problems addressed)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
5. ELIGIBILITY:

Please answer all of the following to help process your application.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are all Real Estate Taxes for this property current or will be current prior to processing your file?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Are all Sewer Fees for this property current or will be current prior to processing your file?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>3. Do you have garbage service, and is your account current?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>4. Have you ever received Rehab help before? If yes, when?</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>5. Do you have a handicap or disability which limits one or more of life’s activities? If yes, attach verification.</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

6. DOCUMENTS REQUIRED TO PROCESS YOUR APPLICATION:

All documentation MUST be attached to this application. If you need copies, our office can make them for you.

☐ DEED TO PROPERTY NEEDING REHAB
☐ HOMEOWNER'S INSURANCE POLICY
☐ INCOME VERIFICATION FOR ALL PERSONS LIVING IN THE HOUSEHOLD (See Sec. 3)
☐ INCOME TAX RETURN FROM LAST YEAR (See Sec. 3)
☐ REAL ESTATE TAXES PAID RECEIPT (See Sec. 5.1)
☐ RECENT PAID SEWER BILL (See Sec. 5.2)
☐ PHOTO IDENTIFICATION FOR ALL ADULT MEMBERS OF HOUSEHOLD
☐ SOCIAL SECURITY CARDS FOR ALL MEMBERS OF HOUSEHOLD
☐ BIRTH CERTIFICATES FOR CHILDREN UNDER 6 YEARS OF AGE

7. AUTHORIZATION FOR INSPECTION: I AM A RESIDENT OF THE CITY OF SHARON, AND I OWN MY HOME. I AUTHORIZE THE COMMUNITY DEVELOPMENT DEPARTMENT TO INSPECT MY PROPERTY AS SCHEDULED, WHEN NECESSARY, IN THE INTEREST OF THE REHAB HOUSING PROGRAM.

CERTIFICATION BY APPLICANT: I CERTIFY THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT.

WARNING: whoever, in any matter knowingly and willingly falsifies...or makes any false, fictitious and/or fraudulent statement or entry may be prosecuted. Conviction may result in criminal and/or civil penalties. Also, whoever knowingly and willfully makes any false statements in this application or other supporting documentation may be required to reimburse the City of Sharon the full amount of any rehab assistance provided.

_________________________  ___________________________
SIGNATURE               DATE

_________________________  ___________________________
SIGNATURE               DATE

Notice: in compliance with Section 504 of the Rehabilitation Act of 1973 as amended, the City of Sharon does not discriminate on the basis of handicap, physical or mental, in the admission of or access to public housing or in the treatment of employees or applicants for employment any discrimination on this basis is illegal.

RACIAL INFO: White _____ Black _____ Hispanic _____ Asian _____ American Indian _____ Other _____

(Optional)