



Approval Process

- 1) Applicants must complete a loan application and submit required verification materials and estimated costs for work to be completed
- 2) The City of Waukesha will review all uses of loan funds and may exclude funding for items that do not meet program goals. Staff reserves the right to forward any loan request to the RDA if a clear determination cannot be made.
- 3) Once all the loan documents and verifications have been reviewed for completeness the applicant will sign a junior mortgage and promissory note for the loan. The mortgage will be recorded at the Waukesha County Register of Deeds.
- 4) Design, materials, and labor costs are eligible expenses, however for work proposed to be completed by the homeowner, only materials are eligible for loan proceeds.
- 5) Applicants have the option of having the City pay contractors directly or being reimbursed for expenses with proof of a paid invoice.
 - i) Each contractor will need to submit a W-9 to the City to be set up as a vendor.
 - ii) Applicants or contractors will submit invoices to the City for payment or reimbursement.



Program Overview

Starting in 2022, the City's new Affordable Housing Rehabilitation program was created with the goal of improving the quality of the City's affordable housing stock, allowing for cost savings via energy efficient upgrades, and incentivizing reinvestment in our central city neighborhoods.

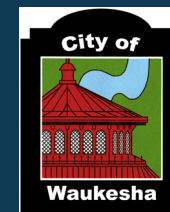
There are additional programs to assist Waukesha residents with improving residential properties within the City. Contact us for information on the following programs:

- Redevelopment Authority Rental Rehab Loan Program
- Landmarks Commission Paint and Repair Grants
- HOME Consortium (Down payment Assistance & Homeowner Rehab)
- Habitat for Humanity's Home Preservation Program



Affordable Housing Rehab Program

City of Waukesha



Program Specifics

Loan Details

- 1) Up to \$25,000 per unit. Loan requests more than \$25,000 will be sent to RDA for approval
- 2) Loans will be structured at 0% interest loan. Payback requirements will be dependent on household income of applicant:
 - a) Loans for Households with an annual income between 81%-100% of the Waukesha County Median Income Level will be amortized over 10 years at 0% interest
 - b) Loans for Households with an annual income at or below 80% of the Waukesha County Median Income Level will have the option of either a 10-year repayment or a deferred payment where the loan comes due at the time of property sale, transfer, or refinance

Property Eligibility

- 1) The building must be at least 50 years old at the time of the application.
- 2) House must have an assessed value at or below the City's median single-family home value for that year. In 2021 the median assessment for a single-family home was \$227,800.
- 3) Building and/or units must be owner occupied. Rental unit improvements may be eligible for the City's Rental Rehab loan program.
- 4) A junior mortgage for the amount of the loan will be recorded against your property.

Loan Fund Use

Affordable Housing Loan Funds may be used for a variety of home improvement projects, including:

- Exterior repairs
- Painting, siding and other exterior finishes
- New windows
- Home System Upgrades
- Energy Efficiency
- Interior remodeling/additions
- Code Compliance
- Grading, waterproofing, and drainage improvements
- Roof and gutter repair or replacement
- Garage repairs or replacement

Funds may not be used for home furnishings, electronics, or appliances. Funds may be used for new garages or for repairing existing garages but cannot be used for improving interior of the garage such as adding heating, drywall, etc. Funds may be used for restoration of lawns damaged during construction and raingardens to address stormwater runoff issues but may not be used for other landscaping activities.

DCD Staff will do a site visit to all properties to determine if any visible code violations exist. If violations exist, loan funds must first be used to remedy those violations before it can be used on other improvements

Contact the Community Development Department or visit the program website for more information and loan application materials

Phone: 262-524-3755
Email: jfortin@waukesha-wi.gov

<https://tinyurl.com/waukeshahomerehab>

Am I Eligible For This Program?

- 1) Applicants must demonstrate they are spending more than 30% of their monthly household income on housing costs. Verification methods include but are not limited to personal tax returns or recent paycheck stubs, mortgage statements, letter from lender, recent property tax bill, utility bills and insurance statements
- 2) Applicant's household income must be at or below the County Median Income Level for the year they are applying based on the tables below.
- 3) Applicants between 81-100 percent of the County Median Income Level will have the loan amortized over 10 years at 0% interest
- 4) If an applicant is at or below 80% of the County Median Income Level as determined annually by the HUD, they are eligible for the deferred payment option.

Waukesha County Income Limit Tables - 2021

100% County Median Income Levels

County Median Income by Household Size							
1	2	3	4	5	6	7	8
\$59,063	\$67,500	\$75,938	\$83,813	\$91,125	\$97,875	\$104,625	\$111,375

80% County Median Income Levels

80% of County Median Income by Household Size							
1	2	3	4	5	6	7	8
\$47,250	\$54,000	\$60,750	\$67,050	\$72,900	\$78,300	\$83,700	\$89,100

Scan the QR Code below to be taken to the program website for detailed information and application form.

