



City of Battle Creek BCPS Housing Incentive Program

COMMUNITY DEVELOPMENT DIVISION
10 N DIVISION ST, BATTLE CREEK, MI 49014
Phone: 269.966.3330 Email: bcpshousingincentive@battlecreekmi.gov

PART 1: APPLICANT INFORMATION

NAME OF ELIGIBLE APPLICANT: _____

CURRENT ADDRESS: _____ APT #: _____

CITY: _____ ZIP: _____ STATE: _____

TELEPHONE NUMBER: _____ EMAIL: _____

OCCUPATION: _____ SCHOOL OR ADMINISTRATION BUILDING: _____

WHICH BENEFIT(S) ARE YOU REQUESTING? (CHECK ALL THAT APPLY)

- OPTION 1 I PLAN TO PURCHASE A HOUSE AND WOULD LIKE UP TO \$10K IN DOWN PAYMENT ASSISTANCE
- OPTION 2 I PLAN TO PURCHASE A HOUSE AND WOULD LIKE UP TO \$10K IN MATCHING RENOVATION FUNDS
- OPTION 3 I WANT TO REHAB MY CURRENT HOUSE AND WOULD LIKE UP TO \$10K IN MATCHING RENOVATION FUNDS
- OPTION 4 I WANT TO IMPROVE THE CURB APPEAL OF MY CURRENT HOUSE OR A HOUSE I PLAN TO PURCHASE UP TO \$1K CURB APPEAL FUNDS
- OPTION 5 I PLAN TO SIGN A NEW LEASE (MINIMUM 1 YEAR) AND WOULD LIKE UP TO \$4,500 IN RENTER ASSISTANCE FUNDS

***Renter assistance is only available for teachers moving from outside the district.

COMPLETE THE FOLLOWING IF APPLYING FOR BENEFIT OPTIONS 1, 2, 3: PROPERTY PURCHASE AND/OR REHAB

APPLICANTS WILL NEED TO BE ABLE TO SECURE A MORTGAGE FOR HOME PURCHASE OR QUALIFY FOR A LOAN IF MATCHING FUNDS ARE NEEDED FOR A RENOVATION. APPLICANTS ARE FREE TO USE A LENDER OF THEIR CHOICE, BUT MUST BE PRE-QUALIFIED WITH A LENDER THAT HAS A LOAN PRODUCT DETERMINED BY THE CITY TO BE COMPATIBLE WITH THE PROGRAM. IF YOU HAVE QUESTIONS, DON'T WORRY WE CAN HELP.

HAVE YOU HAD CONTACT WITH A LENDER? YES NO NAME OF LENDER: _____

HAVE YOU BEEN PRE-QUALIFIED FOR A LOAN? YES (PLEASE ATTACH PRE-QUAL LETTER) NO

DO YOU THINK YOU MIGHT NEED ASSISTANCE WITH YOUR CREDIT OR WITH CONTACTING A LENDER? YES NO

ONLY COMPLETE THE BELOW SECTION IF YOU CURRENTLY OWN THE PROPERTY TO BE RENOVATED OR ARE READY TO MAKE AN OFFER TO PURCHASE A SPECIFIC PROPERTY.

PART 2: PROJECT PROPERTY INFORMATION

PROPERTY ADDRESS: _____ IS IT LOCATED WITHIN THE TARGET AREA? _____

TYPE OF PROPERTY: SINGLE FAMILY DUPLEX TOWNHOUSE/CONDO OTHER

LIST BELOW REPAIRS OR UPDATES YOU WOULD LIKE TO ADDRESS WITH THE PROPERTY:

COMPLETE THE BELOW IF YOU CURRENTLY OWN THE PROJECT PROPERTY

YEAR HOUSE WAS BUILT: _____ ARE THE PROPERTY TAXES CURRENT? YES NO

ARE THERE ANY MORTGAGES OR LIENS ON THE PROPERTY? YES NO

IF YES, PLEASE PROVIDE INFORMATION BELOW FOR ALL MORTGAGE HOLDERS (1ST, 2ND, REVERSE, ETC.)

MORTGAGE COMPANY NAME: _____ ADDRESS: _____

MORTGAGE COMPANY NAME: _____ ADDRESS: _____

ARE YOU CURRENT ON ALL MORTGAGE PAYMENTS? YES NO IS YOUR HOME INSURED? YES (PLEASE ATTACH COPY) NO

IS THERE ANYONE LISTED ON THE DEED TO YOUR HOME THAT DOES NOT LIVE IN THE HOME? YES (PLEASE LIST NAME, ADDRESS, PHONE) NO

NAME _____ ADDRESS _____ PHONE _____

The City of Battle Creek does not discriminate against any person regardless of race, color, age, national origin, marital status, sex, disability, religion, or any other legally protected status.



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COMPLETE THE FOLLOWING IF APPLYING FOR BENEFIT OPTION 4: CURB APPEAL

PROPERTY ADDRESS: _____ IS IT LOCATED WITHIN THE TARGET AREA? _____

Eligible expenses include material costs for exterior repairs and improvements that are visible from the street or public sidewalk and increase the curb appeal of the property.

WHICH PROJECT(S) WOULD YOU LIKE TO COMPLETE (CHECK ALL THAT APPLY)

- Exterior Building Repairs
- Exterior painting and façade cleaning
- Decorative fencing
- Exterior lighting
- Landscaping
- Window / door replacement
- Porch and step repair
- Architectural details and decorate entrance features
- Other _____

Estimated material costs: _____

COMPLETE THE FOLLOWING IF APPLYING FOR BENEFIT OPTION 5: RENTER ASSISTANCE

RENTAL PROPERTY ADDRESS: _____

IS IT LOCATED WITHIN THE TARGET AREA? _____

LANDLORD INFORMATION

NAME _____ PHONE # _____

LANDLORD MAILING ADDRESS _____

BY MY SIGNATURE, I HEARBY MAKE APPLICATION TO THE BCPS HOUSING INCENTIVE PROGRAM AND CERTIFY THAT I AM AN ELIGIBLE APPLICANT CURRENTLY EMPLOYED AS A TEACHER OR ADMINISTRATOR WITH BCPS AND INTEND TO OCCUPY THE ABOVE PROJECT PROPERTY AS MY PRIMARY RESIDENCE.

APPLICANT SIGNATURE

DATE

Email completed application to bcpshousingincentive@battlecreekmi.gov. Please note that complete applications and other required documentation must be submitted prior to enrollment in benefit programs and accessing benefits.

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