

HOME BUYER APPLICATION

Home buyers who wish to become a part of the **Trotwood CIC Property Acquisition Program** must complete this application to be permitted to purchase. Please note that completed applications should be submitted via email to Chad Downing at cdowning@trotwoodcic.org.



PLEASE TYPE OR PRINT LEGIBLY

SECTION I: ORGANIZATIONAL REVIEW

Applicant Name				Spouse's Name (If applicable)			
Street Address			City	State	Zip Code		
Contact Email			Contact Phone				

SECTION II: Renovation Experience and Plan

Answer the questions below:

1. Have you identified any properties available through the Trotwood CIC you are interested in?
1. _____ 2. _____ 3. _____
2. Have you ever purchased a home before? _____ (yes or no)
3. Have you ever renovated a home you have purchased before? _____ (yes or no, if yes- when?)
4. Have you owned a home in the past three years? _____ (yes or no)
5. Are you currently renting a home? _____ (yes or no)
6. How do you plan to perform the renovations on this property?
**Note: Homes available through the Trotwood CIC require extensive renovation because they have been vacant and abandoned for several years, if not longer. The historical average renovation on homes bought through the Trotwood CIC are \$25,000-\$30,000 or more.*
 - Perform work yourself
 - Hire a contractor to complete all work
 - A combination of the above

7. Please provide details on your plan for purchasing and renovating this home:

SECTION III: FINANCIAL CAPACITY

Please provide copies of necessary forms and documents to provide information as requested for this application package. Evidence of financial resources and capacity must be submitted in an acceptable format to the Trotwood CIC and, in all cases, will be confidential.

- A. Please provide Proof of Capital to purchase and renovate properties. An acceptable document would be a letter from an institution, bank, lender that proves you have available capital or provides a pre-approval or qualification for a renovation loan.
- B. Please explain how you plan to finance the purchase and renovation of this property.

SECTION IV: PURCHASE QUALIFICATIONS

- A. Must not have any code violations on any property he/she owns or a history of code violation(s) on any property previously owned in the last two (2) years. _____ Initial
- B. Must not own any property that has a history of being a site for criminal activity during the last two-year period of the purchaser's ownership. _____
- C. Must not have lost title or had foreclosure actions filed against any property purchaser has owned in the last two (2) years. _____
- D. Must not have been the subject of any bankruptcy proceedings in the last two years. _____

SECTION VI: PROGRAM GUIDELINES & EXPECTATIONS

Please read and acknowledge your understanding of the Trotwood CIC program guidelines by signing each item below. Please contact us with any questions regarding this program.

- A. **Rehabilitation Standards:** The Trotwood Community Improvement Corporation expects that homes will be rehabilitated to HQS and/or local building code, whichever is more rigorous. Furthermore, we want to encourage energy efficient building materials and utility systems. Refer to the Trotwood Housing Revitalization Partnership Rehabilitation Standards to become familiar with the specific language regarding this guideline.

Signature _____
Date

- B. **Construction Inspections:** Applicant understands that, as part of this program, Trotwood CIC staff will inspect the property once during the construction process and will perform a final walk-through of the property to ensure program standards are being met.

Signature _____
Date

- C. **Good Standing with County Treasurer:** All applicants must be in good standing with the County Treasurer. This means that all properties owned by the applicant have taxes paid or are on a payment plan agreement with the Treasurer's office.

Signature _____
Date

SECTION VIII: AUTHORIZED SIGNATURE

By signing below, you are confirming that all of the above information is satisfied with documents or written narratives, which are attached to this application package being submitted.

Signature

Date

Please allow at least **14 business days** for your application to be processed from the date we receive it. All property is sold **AS IS**. This form is a statement of interest only and in no way guarantees that the Trotwood CIC will transfer the selected property(ies).

Please include a copy of your Photo ID with your application.