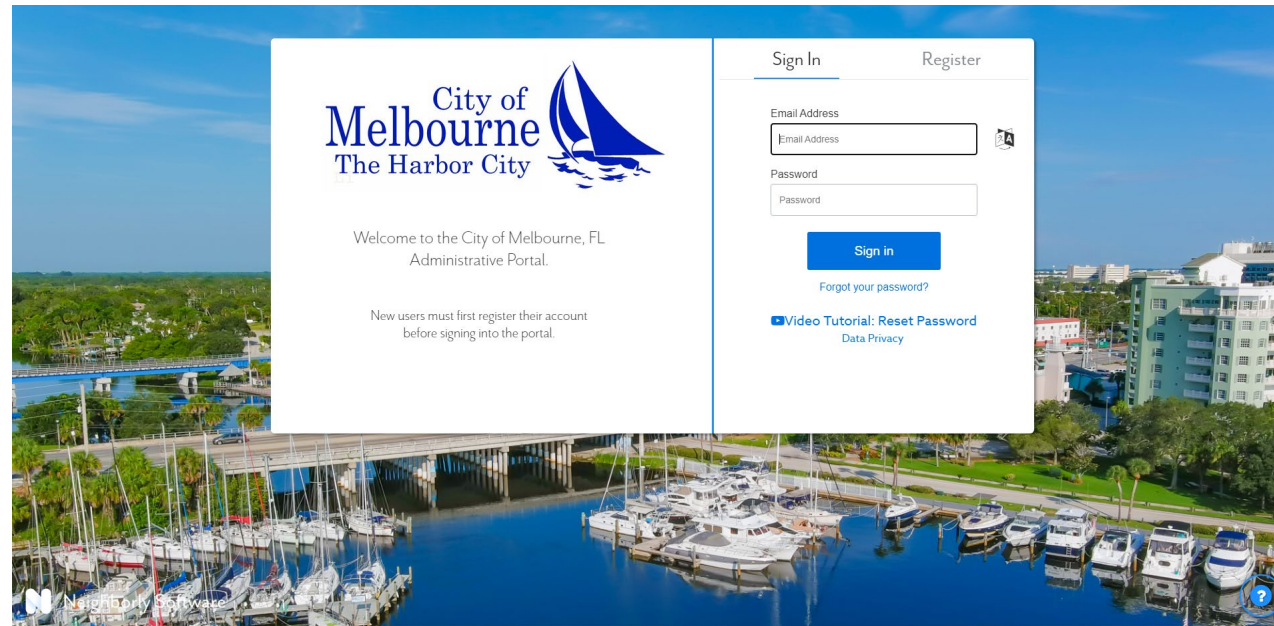


APPLYING FOR HOMEOWNER HOUSING REHABILITATION ASSISTANCE THROUGH NEIGHBORLY SOFTWARE

On January 29, 2024, the City of Melbourne began utilizing a new platform called Neighborly Software to process applications for the Homeowner Housing Rehabilitation Program. Neighborly allows applicants to update their information and upload required documentation. All eligible applications that were submitted through the City of Melbourne's website up until April 16, 2024, were transferred to the Neighborly platform.



Do I need to reapply?

No.

- You are NOT submitting a new application, rather you will need to register within the Neighborly portal so you can have access to your existing application and review, confirm/ update your information, and provide the necessary documentation required as part of the application process.
- In order for your application to be processed you **MUST** register with Neighborly Software.
- Once you have registered in Neighborly, please review, confirm or update your information, then upload all of the required documentation to complete your application.
- Applications that have all of the required documentation uploaded will move on to the next phase in the application process, which is the application review.

Where can I apply?

It's easy go to:

<https://www.melbourneflorida.org/departments/community-development/housing-urban-improvement>

You will also find step-by-step instructions for applying for the Homeowner Housing Rehabilitation Program through Neighborly Software.

City of Melbourne Homeowner Housing Rehabilitation Program



BEFORE & AFTER

Homeowner Housing Rehabilitation Program

Top 10

Frequently Asked Questions

[What is the Homeowner Housing Rehabilitation Program?](#)

- The Homeowner Housing Rehabilitation Program is an owner-occupied rehabilitation program implemented by the City of Melbourne to assist eligible homeowners with necessary code, health, and safety repairs.
- The program is implemented by the City through federal and state funds.

Who funds the Program?

State Housing Initiatives Partnership program (SHIP)

Home Investment Partnerships program (HOME)

These funding sources provide funds to local governments as an incentive to create partnerships that produce and preserve affordable home ownership and multi-family housing. The program is designed to serve very low-, low- and moderate-income families.

Will I be required to pay this loan back?

Eligible property owners receiving assistance under the Homeowner Housing Rehabilitation Program will be required to enter into an agreement as a condition of receiving assistance.

The assistance will be in the form of a deferred payment loan, secured by a zero percent (0%) interest mortgage in favor of the City of Melbourne and forgiven according to the anniversary date of the loan.

Will I be required to pay this loan back?

Under \$20,000	No	N/A
\$20,001-50,000	10 Years	10%
\$50,000-\$95,000	15 Years	6.7%
Over \$95,000	20 Years	5%

Are there any properties that cannot participate in this program?

- Mobile homes
- 2nd homes
- Rental properties

Will I be required to pay this loan back?

If the house is sold, transferred, rented, or if the homeowner(s) obtain additional liens on the property during life of the mortgage (lien), you will have to pay the money back according to the anniversary date of the loan.

If you remain in your home for the life of the lien period, then the mortgage will be fully forgiven.

What is considered income?

- Salaries, commissions, bonuses, tips;
- Interest income from checking/savings accounts, stocks, bonds, certificate of deposits (CDs), Individual Retirement Accounts (IRA), dividends;
- Payments from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits;
- Unemployment, disability, and/or worker's compensation, income from the operation of a business, and alimony or child support payments, etc.
- Self-employed applicants should provide tax returns and a recent Profit and Loss statement.

What are the income requirements?

HUD's estimate of area median income (AMI). HUD calculates the AMI for each metropolitan area.

Income limits are presented at 3 different levels;

- Low-income (80% of the AMI)
- Very low-income (50% of the AMI)
- Extremely low-income (30% or less of AMI)

What are the income requirements?

The current income limits release by HUD on 4/01/2024, effective for 4/01/2024 per the number of persons in the household.

•1 Person	\$52,950
•2 Person	\$60,500
•3 Person	\$68,050
•4 Person	\$75,600
•5 Person	\$81,650
•6 Person	\$87,700
•7 Person	\$93,750
•8 Person	\$99,800

How long does the process take?

The Application process will take approximately 60 days.

The final approval process should take an additional 30 to 45 days *(dependent upon how complete your application and documentation is at time of submission)*.

Incomplete applications will cause these times to increase.

The total process (including repairs) could take 6 to 12 months.

We will continue to process applications until all of the funds have been encumbered.

Code Compliance Requirements

All units assisted under the Homeowner Housing Rehabilitation Program will be in compliance with Melbourne City Code upon completion.

Contact Information

For further information, please contact the
Housing & Urban Improvement Division at 321-
608-7530.