



Housing Department
1743 142nd Ave.
PO Box 218
Dorr MI 49323
(616) 681-9510

C. Housing Information

1. Have you or anyone in your household ever received any type of housing assistance through the Gun Lake Tribe Housing Department?

Yes _____

No _____

2. Are you a homeowner now?

Yes _____

No _____

3. Are you currently pre-qualified by a lender for a home loan? If yes, please attach a copy of the letter of verification.

Yes _____

No _____

4. If you are not a homeowner now, have you owned a home within the past three (3) years?

Yes _____

No _____



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D. Applicant Certifications

(Read this certification carefully before you sign and date your application. All applications must be signed in ink)

I certify that all of the answers given are true, complete and correct to the best of my knowledge and belief, and they are made in good faith. This certification is made with the knowledge that the information will be used to determine eligibility to receive financial assistance, and that false or misleading statements may constitute a violation of 18 U.S.C. 1001. This application contains material covered by the Privacy Act. No record will be communicated to anyone or any agency unless in writing, either by the applicant or an officer or employee of the housing program or other Federal agency requiring it in the performance of their duties.

Applicant's Signature: _____ Date _____

Spouse's Signature (if applicable) _____ Date _____



MATCH-E-BE-NASH-SHE-WISH

Band of Pottawatomí Indians

Gun Lake Tribe

Housing Department

1743 142nd Ave. P.O. Box 218 Dorr, MI 49323

Telephone: (616) 681-9510 Fax: (616) 681-9520

www.mbpi.org

Dear Applicant,

Before you submit your request for Down Payment Assistance, I suggest that you review the following checklist to be sure that you have submitted copies of all necessary documents. This will help ensure consideration as a complete application.

- Down Payment Assistance application.
- The most current income check stub(s) for all family members within the household.
- The most current tax returns/W2's for all family members within the household.
- Social Security cards for all family members within the household.
- All other applicable forms of income for all family members within the household, which may include but is not limited to, child support, unemployment, social security or pension benefits.
- Pre-approval letter from lender.
- Authorization for Specific Confidential Communications form.
- Terms and Conditions of Application/Agreement form

Sincerely,

Melissa Brown

Melissa Brown
Housing Director



Authorization For Specific Confidential Communications

Your housing information is confidential. In order to discuss or answer questions about your housing assistance with anyone, such as your spouse/significant other, adult child, etc., the Gun Lake Tribe Housing Department needs your permission. If you choose, you may indicate that you do not want us to discuss your housing information with anyone by writing “**NONE**” on one of the lines below and signing this form. Otherwise, please list the name(s) of the individuals you authorize the Gun Lake Tribe Housing Department to release information to.

I authorize the Gun Lake Tribe Housing Department to disclose the following confidential housing information to:

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

This authorization shall be in force and effect and does not expire until it is revoked in writing. I understand that I have the right to revoke this authorization in writing at any time by sending such written notification to: Gun Lake Tribe Housing Department, P.O. Box 218, Dorr, MI 49323.

Applicant's Signature

Date

Terms and Conditions of Application/Agreement

By applying for the Gun Lake Tribe’s Down Payment Assistance Program (hereinafter “Grant Program”), the Applicant agrees to the following terms and conditions:

1. Applicant agrees that if Applicant sells, leases, rents, assigns or otherwise transfers any interest in the purchased property (“Property”) (whether voluntarily or through foreclosure, or any other procedure) to any person or entity not presently enumerated on the Property’s Title within five years of the closing date of the Property,¹ Applicant will reimburse the Gun Lake Housing Department (“Housing Department”) twenty-percent (20%) of the total down payment grant amount per year that Applicant does not live in the home, according to the following schedule:

Length of Time After Closing:	Amount of Down Payment Grant Amount Applicant Is Required to Reimburse:
Less than one calendar year	100%
More than one calendar years but less than two calendar years	80%
More than two calendar years but less than three calendar years	60%
More than three calendar years but less than four calendar years	40%
More than four calendar years but less than five calendar years	20%
More than five calendar years	0%

- a. The Applicant agrees to provide immediate notice to the Housing Department upon the occurrence of any event described above in Paragraph 1. Such notice shall be sent to the attention of the Director of the Gun Lake Tribal Housing Department, via certified mail at the following address:

Housing Department
1743 142nd Ave.
Suite 6
Dorr, MI 49323

- b. The following is an **example** of the reimbursement schedule: Assume the closing occurred on **December 13, 2007** and the down payment grant amount was \$4500.

Length of Time After Closing:	Amount of the Down Payment Grant Amount Applicant Is Required to Reimburse:
Less than one calendar year—before December 13, 2008	100% or \$4500
More than one calendar year but less than two calendar years—after December 13, 2008 but before December 13, 2009	80% or \$3600
More than two calendar years but less than three calendar years—after December 13, 2009 but before December 13, 2010	60% \$2700

¹ This shall include any instances when the Property no longer serves as the Applicant’s primary residence, even when the home/property remains in the Applicant’s name.

More than three calendar years but less than four calendar years—after December 13, 2010 but before December 13, 2011	40% or \$1800
More than four calendar years but less than five calendar years—after December 13, 2011 but before December 13, 2012	20% or \$900
After five calendar years—after December 13, 2012	0% or \$0

2. The Applicant, each for itself, its invitees, and its respective successors, heirs, descendants, personal representatives, assigns, parent and subsidiary organizations, affiliates, partners, agents, employees, officials, boards and commissions, insures, hereby agrees to release, discharge and acquit the Housing Department (and Gun Lake Tribe) from any and all claims, demands, actions, causes of action, liabilities, damages, costs and obligations, including attorneys' fees and expenses, of every kind or nature, known or unknown, matured and unmatured, past, present or future, arising out of or connected with the Property.
3. All notices and other communications under or with respect to this Agreement shall be in writing and must be sent to the Housing Department to the address above, or, in the event of any change in any address, then to such other address as to which notice of the change is given. Notice and other communications must be sent to the attention of Director, Gun Lake Tribal Housing Department, via certified mail.
4. The Housing Department has no responsibility for the use, maintenance, or fitness of the Property. The Applicant shall indemnify, defend, and save the Housing Department and Gun Lake Tribe and its employees harmless from an against any claims, losses, liabilities, costs, expenses, damages or other obligations of any nature in any way arising out of the Property.
5. The failure or delay by the Housing Department in exercising any of its rights under this Agreement shall not constitute a waiver thereof. The Housing Department may waive its rights only by an instrument in writing signed by the Housing Department.
6. The Applicant acknowledges to have read and understood the Gun Lake Tribe Down Payment Assistance Policies and Procedures and agrees to be bound by the terms and conditions contained therein.
7. This Application is subject to current eligibility requirements and availability of funding at the time of selection for program participation.
8. All Applicants are responsible for keeping the information in their Application Current.

I, the undersigned Applicant, certify that I have read the foregoing Terms and Conditions and agree to adhere to and be bound by such Terms and Conditions, as well as the Gun Lake Down Payment Assistance Policies and Procedures.

Applicant's Signature _____ **Date** _____

Spouse's Signature (if applicable) _____ **Date** _____