

## Application Process

Applications can be picked up at the Department of Housing and Community Development (HCD) Monday–Friday between the hours of 8:30 a.m.–5:00 p.m.; however in-home application appointments are recommended. In-home application appointments can be scheduled by calling 843-724-7349.

### Required Application Documents

#### Include:

- Completed application form
- Verification of applicant's will
- Credit Report

**LaToya Bates**  
HOUSING FINANCE COORDINATOR  
Dept. of Housing and Community Development  
75 Calhoun St., Suite 3200  
Charleston, SC 29401  
843-724-7348 Phone  
843-965-4180 Fax  
[batesL@charleston-sc.gov](mailto:batesL@charleston-sc.gov) Email



# City of Charleston

Department of Housing and  
Community Development



before

**H**OMEOWNER  
**R**ehabilitation  
**P**rogram  
**R**oof **R**eplacement **P**rogram

# WHAT IS THE HOMEOWNER REHABILITATION PROGRAM ?

The City's Roof Replacement Program (RRP) is designed to help low and moderate income homeowners in the City of Charleston with replacing or repairing their leaky or damaged roofs. The program is funded by the Department of Housing and Urban Development through the Community Development Block Grant. Based on available funding sources, individual projects are funded through repayable loans. Household income eligibility is determined by the number of persons living in the home.

## QUALIFICATIONS

### PROPERTY

The residence to be rehabilitated must meet the following conditions:

- The property must be located within the City's municipal lines in community development target areas
- There must not be any liens or judgments against the property
- The property must not be heirs' property



## QUALIFICATIONS

### APPLICANT

The applicant household must meet the following conditions:

- The applicant must own and occupy the home
- The applicant household must meet program guidelines
- The applicant household must not have any liens or judgments against the owner

### Loan Information

A 10 year repayable loan up to \$14,000.00 will be awarded to eligible applicants.

**Senior Applicants (62 yrs. +):** will be awarded a 10 year (120 month) repayable loan. Payment will be made on the principal loan amount during the first five years (60 months). The remaining balance will be forgiven provided the applicant remains in the home for the subsequent five years (60 months)

**Non-senior Applicants:** will be awarded a 10 year (120 month) repayable loan. Payment will be made on the principal loan amount plus 3% interest during the first five years (60 months). The remaining balance will be forgiven provided the applicant remains in the home for the subsequent five years (60 months)

Applicants with debt-income ratios exceeding 50% will repay 1/2 of the cost of the loan (plus 3% interest when applicable) over the duration of the ten year loan term. The remaining balance will be forgiven at the conclusion of the loan term.

Should the owner die during the loan period, the program will determine the eligibility of the remaining family members who may be allowed to reside in the home until approval by the RPC Commission.

Pending approval by the RPC Commission a family member may continue to live in the home under the same terms and conditions as the original owner.

Should the owner die, and the property is sold during the loan term, the entire remaining loan balance shall be repaid.

Under extraordinary circumstances, the RPC Commission reserves the right to review cases and forgive the remaining loan balances.

### Income Limits

<u>Family Size</u>	<u>Maximum Income</u>
1 person	\$62,640
2 persons	\$71,520
3 persons	\$80,520
4 persons	\$89,400
5 persons	\$96,600
6 persons	\$103,800
7 persons	\$110,880
8 persons	\$118,080



after