

## Sample of Required Documentation

### Income Information

- Copy of recent tax return
- Payroll stubs for everyone working
- Copies of benefits statements and of other sources of income
- Copies of bank statements

### Proof of Ownership of Home

- Copy of Warranty Deed or Quit-Claim Deed
- Copy of property tax receipt
- Copy of certification of title and current registration (for mobile homes)

### Debt/Mortgage Information

- Name of creditor, account number, balance and monthly payment for all debts
- Copy of year-end mortgage statement

### Insurance Information

- Copy of current homeowners insurance policy
- Copy of flood insurance (if living in flood zone)

### Family Information

- Photo Identification for applicant
- Copy of birth certificate & social security cards for dependants



Hillsborough County  
Code Enforcement  
Department  
10119 Windhorst Rd  
Tampa, FL 33619



### Code Enforcement Department

10119 Windhorst Rd

Tampa, FL 33619

Phone: 813-274-6600

Se Habla Español: 813-274-6599

<http://www.hillsboroughcounty.org/hcce>

**HILLSBOROUGH COUNTY**

*Board of County Commissioners*

# Homeowner Rehabilitation Program



Code Enforcement Department



## Program Summary

The Homeowner Rehabilitation Program of Hillsborough County provides very-low, low, and moderate income homeowners in unincorporated Hillsborough County, Temple Terrace and Plant City with financial assistance to repair their existing homes.

The assistance is based on the cost of repairs, the household size, annual income and the ability to pay. Assistance is given in the form of a 0% interest, deferred-payment loan forgiven after 12 years for rehabilitation and emergency assistance and low-interest loans for replacement housing. Under some of our programs, elderly or disabled citizens may qualify for grants.

The loans are considered a second mortgage, and must be re-paid to the County if one of the following situations occurs: 1) you sell the property; 2) no longer live at the property; 3) you refinance the property for cash-out; or 4) you acquire a line of credit (based on the equity in the property?). Grants do not need to be repaid.

Eligible improvements range from health and safety issues such as plumbing, electric and roof replacement, to accessibility updates such as door widening, placement of handicap bars, ramp installations and retrofitting of kitchen cabinets for easier access.

## Eligibility Requirements

- You must own and live in the house that needs the repairs, and it must be located in unincorporated Hillsborough County, Temple Terrace or Plant City.
- Your residence must be a single family home, condominium, or townhome.
- To be eligible for the program you must be a low- to moderate-income family or individual. The chart below lists the maximum household income allowed to participate in this program.

Household Size (Persons)	Maximum Household Annual Income
1	\$45,720
2	\$52,200
3	\$58,800
4	\$65,280
5	\$70,560
6	\$75,720
7	\$81,000
8	\$86,160

## Steps

These are steps involved in the Homeowner Rehabilitation Program:

**Application** – Complete and return an application and return it to the Code Enforcement Department..

To request an application contact a Housing Counselor at:  
**813-274-6676 or**  
**813-274-6677**

Or visit:  
[www.hillsboroughcounty.org/hcce](http://www.hillsboroughcounty.org/hcce)

**Inspection** – Once a housing counselor has reviewed your application and determined eligibility, one of our Construction Inspectors will schedule an inspection of your property to create a list of items that need to be repaired.

**Contractor** – We will then mail you a list of the housing deficiencies, a list of approved contractors and information on how to obtain a proposal. Once you have received proposals, you must mail them into our office for approval. The contractor proposal submitted by you will be reviewed to ensure that all federal, state and local requirements are met and the cost is reasonable. Before construction begins, a date will be set for closing on the loan.

**And Finally...** One of our Construction Inspectors will meet with you and your contractor to go over the approved list of deficiencies. Your housing counselor will meet with you to sign the Work contract and applicable Lien documents. Then the work can begin on your home.

## Contractors are Invited to Submit Qualifications

Hillsborough County invites state certified contractors to submit their qualifications to participate in the rehabilitation program.  
Call 274-6676 or 274-6677 for an application.